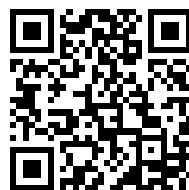


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UNION OF SOUTH AFRICA

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# REPORT

OF A

TO VARIOUS ARCHIVES  
CENTRES

IN

EUROPE, UNITED STATES OF  
AMERICA, AND CANADA

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By C. GRAHAM BOTHA

*Chief Archivist for the Union*

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UNION OF SOUTH AFRICA

# REPORT

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## VISIT TO VARIOUS ARCHIVES CENTRES

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By C. GRAHAM BOTHA

*Chief Archivist for the Union*

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ARCHIVES DEPARTMENT,  
CAPETOWN,

*6th July, 1921.*

PRETORIA

THE GOVERNMENT PRINTING AND STATIONERY OFFICE

1921

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PRINTED BY THE GOVERNMENT PRINTER, PRETORIA.

6143—5/9/21—750

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# REPORT OF A VISIT TO VARIOUS ARCHIVES CENTRES IN EUROPE, UNITED STATES OF AMERICA, AND CANADA.

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## PART I.

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### INTRODUCTION.

“THE care which a nation devotes to the preservation of the monuments of its past may serve as a true measure of the degree of civilization to which it has attained.” The archives of a nation are its most precious heritage. They form the chief monument of its history. It is now generally admitted by all enlightened nations that a State owes a duty to its history, and that it should make its public records accessible. This can only be accomplished by having a proper archives administration and proper buildings for housing these priceless treasures. A visit to some of the principal archives centres in Europe will make the most casual observer realize how fully alive the various countries are to their duty in respect of preserving and utilizing their records.

In a young country like South Africa, with records of a little more than two and a half centuries old, there is no reason why the administration of its archives should not be on the same level as that of European countries. To-day we may start with a clear field, and avoid the errors into which older countries have fallen. But this can only be done if there is a national consciousness of the value of our heritage, and a knowledge that it should be properly preserved and augmented for the use of present and future generations. If the people of South Africa fully realize and appreciate their great wealth in respect of authentic records, they must acknowledge that it is their bounden duty to endeavour, as far as their resources permit, to develop it on a proper and sound basis *ab initio*; and their efforts to discharge this duty will serve as the true measure of the degree of civilization to which the South African people have attained.

Too long has the subject of archives, their preservation, use, and administration, been neglected in this country. We have spent a paltry sum on our archives, as compared with European countries, in proportion to the number of years of our existence. Those who have, in the past, done pioneer work on our documents have had to be satisfied with the small amount allotted to the archives by the Government, which was only sufficient to repay the work of a custodian. That of the historian had to be done with no hope of reward or of recognition, and hence we have hitherto offered scanty encouragement to the man of ability and knowledge to assist in laying the lower and more important rungs of the archival ladder. But the archives



department of this country has lately entered into a new phase in its existence. For many years after Union the four provinces carried on their archives administration independently without uniformity or co-operation. Towards the end of 1919 an important step was made, one which is in general practice in Europe; the administration was centralized and a chief archivist was appointed. The main advantage of this is that it enables the control of the four depositories to emanate from one source, renders the system of archives-keeping at each depot uniform, and enables the student to ascertain the contents of each centre, no matter in what part of the Union he is resident. It was with a view to effecting these conditions that the appointment was made, and, in order that the system might be carried out on satisfactory lines, and with the greatest advantage to the nation, the chief archivist was sent to inspect the various archives centres outside South Africa to investigate what was being done in other countries, and which methods had proved most efficacious.

The time has passed when neglect of the archives could be excused on the ground of ignorance. The people of South Africa have now developed a strong national consciousness, and this spirit should be fostered in every branch of national life. Until both the Government and the people are fully alive to the fact that the preservation of national records is one of the first cares of the nation, the history of our country must remain a closed book to all but a privileged few, and in this respect we shall lag far behind the civilized countries of the world. But there are already indications of a healthy interest in our records. The serious students have begun their searches among the documents, and every year sees an increase in their numbers. In recent years more attention has been given to the preservation and care of our national monuments, whether they be relics, buildings, or records; but much still remains to be done.

It is on the assumption, then, that the Government and people recognize that as a nation it is their duty to preserve and make accessible their records that the following report has been drawn up and certain recommendations made.

The more important duties which fall upon those entrusted with the management of records is that of their safe custody, better preservation, and convenient use. All countries, when carrying out such duties in regard to their public records, have provided legislation therefor. In England there is the Public Record Act of 1838, and subsequent Acts relating thereto. France has passed decrees from time to time. Italy has sanctioned laws; and the more recent "Archief Wet" of 1918 of Holland is further evidence thereof. In South Africa no similar legislation has ever been passed. At the present juncture of South Africa's history it is most desirable that directions be given for the better preservation, arrangement, and more convenient use of its national records. It is greatly to be desired that a uniform system be adopted throughout the Union in this connection. It is necessary to provide for the establishment of record offices and the periodical transmission to them of the records of the various Government departments. The great growth of Government business, the expansion of the departments, and the creation of new ones since Union, has led to a rapid accumulation of records. When the older records of the former Governments are added to these it will soon bring about a state of congestion and overcrowding. This will mean the necessity for increased storage

accommodation. "Non-current" records will be stored anywhere and everywhere, so long as room is found for current papers. This will inevitably lead to grave dangers to the documents, which, in course of time, will be of historical value. They will be subject to the destructive agencies of fire, damp, and dust. But all this can be prevented by the means of laying down proper legislation by which those papers of no more administrative value are regularly transferred to the record offices. Provision should also be made for the inspection of records still in use and the public use of those transferred to the record offices. I am of opinion that the time has arrived when serious consideration should be given to providing some legislation for the better preservation, arrangement, and use of the public records of South Africa.

### CENTRALIZATION.

The consideration of the problem of centralization of the records in South Africa, either at one centre or at several different centres, is a question of serious importance. We must endeavour to find the most practical solution to this difficult problem by studying the practice adopted in other countries. At present the Government records can be roughly divided into pre- and post-Union records. Each province has thus far retained its own records dating from the year of its establishment. The papers of the central Government of each of these provinces before they entered into Union are centralized in their respective capitals, i.e. at Capetown, Pretoria, Bloemfontein, and Pietermaritzburg. The country or district records of the Cape are gradually being centralized at Capetown, while those of the three other provinces have been transferred to Pretoria.

Looking at the practice of those countries whose history resembles that of South Africa in that they constitute a union of states or provinces, we cannot find any form of absolute or complete centralization of records. In the United Kingdom of Great Britain, with England, Scotland, and Ireland as its component parts, each country has retained its own records. Holland is composed of eleven provinces, each of which was formerly independent, and to-day retains its own documents. In most European countries the records of the central Government are transferred to the archives of the capital city, and the provincial records are retained in the principal city of each province. This is the custom in Holland, Belgium, Germany, and Italy. Where the archives have been highly centralized it has been found that the system has not been successful. In the case of England, where there is great concentration, a recommendation has been made for a "complete change of policy" and for a reorganization to be made on the plan followed by other countries, that is, by supplementing the National Record Office by departmental and district offices.

It seems that provincial or state records have been looked upon as the property of the respective provinces or states of a country. Where federation or unification has taken place there has been no interference with the rights of those provinces with respect to their archives. A centralization of the administration of the archives and an adequate system of inspection and control has secured the preservation and proper administration of the public records of such countries as do not highly concentrate, such as Holland and Belgium.

In Part II of my report I have dealt at length with the practice in other countries, and it is only necessary here to deal with the best method to adopt in South Africa. I beg to recommend that the general plan adopted by European countries be followed, and that each of the four provinces in South Africa retain their records prior to the date of Union, and also those which they have accumulated since. The records of the Union Government should be kept in the capital city of the Union. In the capital of each province an archives depot should be established, and an official with an adequate staff placed in charge of each repository. To these four depots should be transferred the central Government records of the old colonies, and, when they become transferable, the provincial records subsequent to Union. In these depots should also be deposited the records of the various country districts in each province. In adopting this method provision should be made for one central depository for the records of the Union Government, which should also contain the provincial records of the province in which it is situated, and a separate depository in each of the other provinces for provincial records. The central depository should be in the capital city, in which is situated the seat of Government for the Union, while the provincial depositories should be situated in the respective capital cities of the provinces. A uniform system throughout the Union of arrangement, classification, making of lists and inventories, with a means of finding at any one centre what is contained in the other depots, is to be recommended. This concentration of records in the provincial centres will assist the study of history by local universities, since the seats of learning in the Union are scattered, whereas an absolute centralization at one spot would deprive the universities situated at other places of the opportunity of historical research. The present provinces have a moral right to retain their records, and any attempt to deprive them of these would be certain to sound the death-knell to historical work in every province except the one in which the records are concentrated. All endeavours to trace the true history of South Africa by means of the records of each province would be seriously retarded. A system similar to that in vogue in Europe, of allowing documents to be sent from one archive depot to another for consultation, would facilitate researches in all parts of the Union. The Commission on Public Records in England, in their report, say that "... the existence of properly organized and catalogued local or provincial record offices is undoubtedly a great assistance to the development of historical education, and a great stimulus to the study of local history. The progress of historical knowledge does not depend on the question whether the records are located in one repository or in several, but on the question whether they are properly arranged and adequately catalogued."

The administration of these four centres should be concentrated under the control of a chief archivist. In addition to the records of the Union Government, when they become transferable to the archives, he should have full control over these provincial depots and inspect them annually. The archivist in charge of them should make an annual report to him, and he in turn should report to the department.

#### DEPARTMENTAL RECORDS.

All countries have some system by which records are transferred to the archives when they become of no administrative value. Several

questions arise in connection with this practice. For instance, when should such documents be transferred, and what is the relationship between the depositing department and the archives? Are the records transferred merely on deposit or are they under the full legal custody and control of the archives officials? What rights may the public claim in regard to searching them? It is important that there should be no excuse for friction between the depositing department and the archives. An Order-in-Council or Ministerial sanction should provide for the transference of records of departments to the archives. Many offices seldom have occasion to refer to papers more than ten years old; some do not even need their papers as long as that, while others find it necessary to refer frequently to even older papers. Records of too recent date should not be transferred to the archives. If the documents transferred to the archives are of too recent date, it will necessitate their being searched by the officials of the archives staff. As a matter of fact, searches should be conducted as far as possible by officials of the departments concerned, so that the time of the archives staff may be devoted to the duties which properly devolve on them. It would be well to ascertain from each department of the service the earliest date of records to which they have to refer. This would give some indication as to when records become non-current. It is probable that the periods will differ, and therefore no flat date can be fixed. But when once it has been decided up to what date non-current records of a department should be sent in, a periodical and regular transference should take place, say every five years, as the records accumulate.

When a department's records have been sent to the archives they should come under the absolute legal control of the official in charge, as in France and Holland, and not be under his "charge and superintendence," as has been the practice in England. The documents, when transferred, should be accompanied by a duplicate inventory, one copy of which should be returned after the contents have been checked, accompanied by a receipt from the archivist in charge. (Cf. France.) Should a department require any volume for reference, application should be made in writing to the officer in charge, and a receipt taken. A register should be kept of documents sent out, and this should be scrutinized now and again to see which loans are outstanding. A reminder should then be dispatched for the return of such records. With regard to the binding and repairing of documents, this work should be undertaken by the archives office, since it is recommended that these documents are to pass into its absolute custody.

There are certain restrictions laid down on the Continent as to the accessibility of records to the public. The inspection is limited as to date and subject. In England the year limiting the consultation of records is fixed at 1837 in many departments; in France records are accessible after fifty years; in Holland the use of records is restricted to 1813, while in some German states great latitude is given, the limit at Berlin being 1870, and at Vienna 1887.

Some limitation should be placed upon the accessibility of records in South Africa. I am of opinion, however, that as generous a latitude as possible should be allowed to historical students. It would serve no useful purpose to suppress records of historical value or to conceal documentary evidence. It is of public interest that the people of this country should be well informed on the history of South

Africa and its development. This can only be accomplished if the historical scholar is able to obtain his data from the most authentic sources, and to disseminate accurate information. Therefore, every facility should be afforded bona fide students in inspecting records and extracting information, the publication of which will not be contrary to public policy. The inspection of certain classes of documents should, however, not be open on the grounds of public policy. But when a limit has been fixed, this limit of date should be automatically extended from time to time as circumstances permit. When the necessity for restricting the use of certain classes of documents has ceased, the restrictions should be removed. It would be well that when a document has reached a certain age from the date of its making it should be open for inspection. Say, for instance, when it is forty or fifty years old; compare the practice in France.

I would recommend that the records of the four provinces of South Africa be open to inspection up to the year 1881, subject to the veto of the head of the Archives Department in regard to any special document or series of documents. After that date no records should be accessible for public inspection except by his special permission. Every ten years the dates fixed as the limit should be advanced a decade.

In laying down a definite scheme for the regular transference of department records to the archives, provision should be made whereby the relationship between the two offices should be closely maintained. The archives office should receive in due course the non-current records of each department. These may not have been kept in such order and accessibility as is desired. The various departments may each have a different system of filing and preserving their records. As far as is practicable there should be some uniform method of arranging departmental records. To secure this I would suggest that an inter-departmental committee be formed for the purpose of evolving a suitable scheme. After a system has been adopted the Archives Department should be authorized to keep in touch with the departments, to ensure the proper working of this system. It should also have the power to inspect the record-rooms of the departments and offer suggestions as to the proper care and preservation of their records. If the officials of both the Archives Department and the Government offices would but understand each other's points of view there is no reason why there should not be friendly co-operation between them in matters of management of the records. I would strongly urge that it is desirable that the Archives Department should have power to inspect the repositories in which the records of the various departments are kept, and make such representations to the departments concerned as may be thought proper. The results of such inspection should be referred to in the annual report of the chief archivist.

The custody and care of records in the various Government departments is a matter which falls under the scope of the present inquiry. These records will be eventually transferred to the archives, and it is necessary that some attention be given to their preservation before that time. In most offices records which are no more referred to are often scattered through the building, some of them in the basement, some in the passages or corridors, or in rooms occupied by the clerical staff; and, as in many country offices, in the attics. Few departments have anything like a strong-room. Many buildings are

not fire-proof, and the consequences of a fire would be disastrous. The basements of some buildings have water-mains running through them over the records, which, on account of their close proximity, would cause irreparable damage if they burst. Until a few years ago the Cape Government had a large hired building in Capetown where a mass of old records of the various departments were stored. It is a matter for congratulation that nothing happened to this building before their removal, as they contained some very old papers. This condition should be remedied by the construction of suitable fireproof storage-rooms in the various Government offices. The condition of the documents is naturally affected by the nature of the repository, and often they suffer from dust, dirt, and damp.

### THE CUSTODY, CARE, AND ARRANGEMENT.

In the custody of a nation's records every care must be taken to have them free from those enemies against which precautions must be taken, such as fire, theft, damp, dust, and rough handling.

With the present buildings in use every precaution should be taken against fire. Hand fire-extinguishers should be provided, and there should be water hydrants, with hose, in close proximity to the repositories. Where the interior of the building is lit by electric light, outside switches should be installed by means of which the current can be entirely cut off from the rooms in which the records are stored. Proper communication between the building and the fire and police stations should be established in case of need. A very useful measure would be for the officers of an archives establishment to be provided with some means of identification by the police in case of a fire breaking out at night-time in the archives building. This would permit them to pass the police on duty and direct rescuing operations if need be.

In regard to the actual care of the documents on the shelves, I beg to recommend that loose papers be kept in portfolios with canvas protectors at the back and top. (*Cf. Belgium.*) These portfolios can easily be made, and will stand much wear. Placed on the shelf they have a neat appearance. The use of "cartons," or cardboard boxes, is also to be recommended. (*Cf. France, Holland.*) The use of brown paper and string, which is now seldom seen in continental repositories, is to be condemned, and papers so preserved should be kept in portfolios.

Wherever possible a complete series of loose papers should be bound. This protects them from loss, and, should they ever be in a conflagration, they will be better protected from fire than if loose. The burning of the Capitol building in Albany, New York, when many official records were demolished, showed that in the case of papers folded and tied up in packages every document was seriously injured by being burned along the folds, whereas thousands of valuable documents that had been bound with large mounts extending two inches or more beyond the edges of the manuscripts were saved in almost perfect condition. The most suitable method of keeping records is by having them bound. When they are used by the student in the search-room they are easier to handle than bundles, and are less liable to be misplaced. The nature of the binding should be of buckram, which has been found to be very durable and not so expensive as the more elaborate material, as calf, morocco, or vellum.

The periodical cleaning of an archives magazine is very essential.

The use of a vacuum cleaner in the Public Record Office, London, and Register House, Edinburgh, has proved satisfactory. In erecting a new archives building, provision should be made for the installation of a vacuum-cleaning apparatus.

After a collection of papers has come in to the archives the problem of classification demands attention. With the experience of older countries to guide us there is little difficulty in deciding at the outset which is the best principle. They should be classified according to the "*principe de provenance*," with "*respect des fonds*" as the French call it, or "*Het Herkomstbeginsel*," as it is termed by the Dutch, and "*Die Provenienz seiner Bestände*," as defined by the Germans. This may be explained as the method of classifying archives according to the arrangement of each document in the collection, and in the series of that collection to which it belonged at the time when the collection was a living organism. The principle was adopted by the Conference of Librarians and Archivists at Brussels in 1910. No library methods, no purely chronological or alphabetical arrangement can be applied successfully to the classification of archives. The principles set forth in the manual "*Handleiding voor het Ordenen en Beschrijven van Archieven*," by Muller, Feith, and Fruin, which deals with the classification and description of archives, should be followed. The book has had such a good reception that it has been translated into German, French, and Italian. The principles set forth in this manual have been followed in arranging the Cape archives.

When the archives have been properly arranged and classified it then becomes the duty of the archives staff to prepare lists and inventories of their contents for search purposes. Herein lies one of the important duties of the archive officials, as it is necessary for checking purposes to know the groups or series and the number of volumes of records contained in the repository, while for administrative and literary purposes a more detailed knowledge of its contents is necessary. This subject is referred to later on under the section "*Publications*."

## BUILDINGS.

Most Governments have recognized that it is their responsibility to preserve and make accessible their archives. More than this recognition is, however, required. It is necessary to take such steps as will keep the records safe from all dangers. The first essential is a proper repository in which they can be preserved and kept free from all those agencies which tend to destroy documents. In Part II of my Report I have endeavoured to give brief details of the type of building which I would desire to see erected at each of the four archive centres. Such a building should be used only for storing archives, and should be so constructed as to allow for future enlargements. It is unnecessary here to enter into an account of the unsuitability of the place in which the Cape archives are at present housed in Capetown. While everything has been done to adapt it to archival requirements, it falls very far short of what is considered essential in Europe. As the Cape archives contain the oldest and most important of our national records, I beg to recommend that a suitable repository be erected for them at an early date. The accommodation for the public is quite inadequate. The general arrangement for the administrative section and the storage portion is quite out of keeping with the

requirements. In the other centres, while there may be sufficient space for storing the records, the construction of the buildings in which the records are housed is far from desirable. When the financial condition of the country will permit it, separate archives buildings should be erected in each of the other centres. I should like to recommend that a preliminary step be taken in the matter by the selection and purchase of a suitable site in each centre. A site which is obtainable now may not be available in the future, and it is well to bear in mind the necessity for having sufficient space for future extensions to the building. It must be remembered that light and air are essential for the preservation of archives. It is, therefore, necessary to have a building free from the surrounding buildings. In planning an archives building the requirements of space, security, and convenience should be fully satisfied. In its construction there are certain factors which must be borne in mind. Chief amongst them are immunity from fire and damp, plenty of light and air, economy of space, adaptability to enlargement, and the method of storing, using, and controlling the archives. The building should, as far as it is practicable, be modelled on the type of recently built European archives. The structure should be composed of two divisions separated by a corridor or fire-proof wall. One division should be planned for the administrative branch and the other exclusively for the storage of the documents. The administrative section should contain all the necessary rooms for offices for the staff, for the public, workrooms, and other accommodation. In the "stack construction" or other section, in which the records are kept, the interior should be divided into stories of about seven and a half feet in height. The material of the floors varies in different places. In some they are of iron gratings, others of concrete or beton. Several objections against all the floors being of iron gratings appear to be evident. In the case of fire it is contended that there would be a tendency for the open gratings to create a strong draught. The dust passes through the grilles, and the heat generated through the lower floors passes upwards. A good plan would be to have alternate floors of iron gratings and beton. Fire-proof steel or iron shelving, with proper shelf adjustments, is found in most of the modern archives, and this should be adopted as securing the safety of the documents. A very useful type of shelving is the Rolling Bookstack, as used at the Cambridge University Library and Bodleian Library, Oxford. This system doubles the capacity of book storage to that of the fixed stacks. Each row of rolling cases is mounted on ball-bearing wheels, which run on steel joists laid across the room and supporting the stacks just clear of the floor. Where building space is restricted the value of this feature cannot be overestimated.

#### REPAIR: DESTRUCTION OF "VALUELESS" DOCUMENTS.

Every archives establishment has a bindery attached to it. Here volumes are bound and repaired, and decayed papers restored and strengthened. The latter process is one which requires the work of an expert, and on most of the binding staffs are two or more workmen who do nothing else but the delicate operation of mending old papers. The general principle of this repair work is the same throughout, namely, to restore and strengthen the paper so that it may be handled without fear of being spoilt, and may survive the future ages. The general practice is to place the paper requiring



repair between two pieces of fine gauze or transparent paper with paste. The use of crepeline and Japanese paper appears to be the best for this purpose. Some use freshly made meal paste, or paste made up in stock quantities, and, as at Rome, gelatine, for making this material adhere to the paper. From my inquiries and observations I have concluded that the silk crepeline made in Lyons, the Japanese paper, and an extra fine gelatine obtained from a Paris firm, are the best. I recommend that suitable quantities of these be obtained for repairing our older documents. Samples of the silk and gelatine are to be seen at my office.

The question of binding the archives records is one which must receive attention. Bound volumes and loose records are received, and these require repair and binding. In a big archives centre there is always work to be done in this respect. If the work is done by an official binder there can be proper supervision over his work. This is very necessary indeed.

South Africa and some other countries are troubled with book insects. In this country we have a beetle which breeds out in the paste used in the binding, and soon the cover falls off. By the use of poisoned paste this can be obviated. It is very necessary that this matter should be attended to under official supervision. I would strongly recommend that an official binder be attached to the archives staff at Capetown.

In all Government departments there is always an accumulation of papers which become useless after the business or transaction to which they refer has been completed, and which would never serve any historical purpose in the future. It would be waste of time to have these classified and bound, and it would be necessary to have them weeded out and destroyed. This must, however, be done with caution. On the Continent, as a rule, the various archives centres are somewhat reluctant to destroy papers, yet they have proper machinery to do the work. Their reluctance, of course, would refer to older documents. In a young country like South Africa we do not have such an untold number of old papers as is to be found in Europe, and the work of destruction in South Africa would have to be done among the departmental papers. No department should have a free hand in destroying any of its records without some formalities being observed. The department concerned best knows that some of its documents have no further value for administrative purposes, or will cease to have such value after a certain length of time. Past experience has shown that the older records of a department have often been destroyed without reference to their future value, and historical students have had to suffer for it. Before any destruction is authorized the papers should be carefully examined by persons outside the department for the purpose of determining whether they have any value for historical purposes. Further on I refer to what is the practice in other countries.

It is necessary to have some general and uniform practice in all Government departments of the Union regarding the periodical destruction of "valueless" documents. I would recommend that the destruction of records should be entrusted to a committee as a safeguard against the risk of destroying historical evidence or documents which may be useful for general knowledge. To whatever authority power is given, it should be accompanied by strict regulations which should secure the greatest caution in its exercise. Other

objects of the restrictions should be to preserve short abstracts or lists of the nature or effect of the destroyed documents, and to preserve distinct evidence of what has been done and by whose order. I would propose that the committee be composed of members of the archives department and a representative or representatives from the department whose records are being considered.

It would also be advisable to empower this committee to invite gentlemen with special knowledge to assist in their deliberations and to give them the value of their opinion on certain classes of documents which may be valueless for administrative purposes, but may have a great historical significance. The committee should draw up a schedule of the various documents it is proposed to destroy, and, if approved, this should bear the signature of the members, and their reasons for recommendation should be clearly stated, and the schedule be submitted to the Minister of the department for his sanction. A notice under the signature of the secretary of the department should be inserted in the *Government Gazette*, setting forth the classes of papers it is proposed to destroy. This will give the matter publicity and allow any legitimate objections to be raised. An interval of several weeks should elapse before the actual destruction takes place. Before destruction, an adequate list or description of the documents to be destroyed should be made, and when the operation is complete should be signed by the committee, and a certificate appended by a responsible officer that he saw the papers actually destroyed. This should be filed in the archives and a copy thereof sent to the department.

The method of destruction, whether by fire or pulping, should be so effective that documents which have been certified as having been destroyed may not remain in circulation, and, perhaps, fall into improper hands. Specimens of the documents destroyed should be kept.

This system of destruction should be made to apply to all records kept by the departments themselves, or in subordinate establishments attached to them. If this system is regularly carried out the office in which the papers are stored will be relieved of a cumbersome mass of useless or unnecessary documents. If these are kept it will interfere with the use of other more valuable material. This accumulation of valueless papers will eventually lead to the necessity for additional accommodation and expenditure.

#### ADMINISTRATION AND STAFF.

In a previous section I suggested the establishment of four archives centres, to be controlled by a central administration. A proper system of inspection and control would secure the preservation and administration of the records. This would to a great extent do away with the necessity for absolute centralization. The proper training of the staff would guarantee the systematic and scientific administration of the various depots. The above facts are exemplified by the practice in Holland, Belgium, and France. The conclusion I have arrived at is that the general practice of Europe could and should be adopted in South Africa. In Part II, I have explained at length what this practice is. I would suggest that the chief archivist control the four archives centres of the Union. In charge of each of these there should be a competent archivist with an adequate staff to carry out the necessary work. The chief archivist

should inspect annually the various centres. The officer in charge of each centre should report to him, and he in turn should report to the department. In his report he should deal, *inter alia*, with the personnel of the staff, the work performed, the public use made of the archives, accessions, the state of the buildings, the drawing up and publication of inventories, and other matters regarding the care and custody of the archives.

The question of the staff is one that will require careful consideration. To this I would like to direct the closest attention, as the successful building up of a good archives department depends so much upon the officials. The fundamental elements of the general science of archives embrace the concentration of all archives not in general use, their efficient and scientific classification and general administration, their proper custody under officials thoroughly trained, both in theory and practice, for their work. If this view is accepted it is evident that the custodian of an archives depot should have some training and experience. There was a time when any one who had a love for books and manuscripts was considered qualified to be placed in charge of a library or a collection of manuscripts. We must disabuse ourselves of this idea. The evolution of the science of archives now demands that the archivist should have some special knowledge of and training for his work. His training should be both historical and legal. He should be familiar both with administrative law and with the history of administration, in order to know his archives, understand their origin, and classify them. In Europe the general practice is for an archivist to undergo a technical training for his profession extending over a period of some years. In countries where the training is severe archivism has become a profession, and there is some justification in a number of individuals preparing themselves annually for it. In Part II of this report I state what general practices prevail elsewhere.

It must be borne in mind that an archives office is not merely an administrative department, nor are the member of the staff merely clerical assistants. To a great extent it is a scientific institution. I am of opinion that those who seek entrance to the higher grade of the archives branch of the Union service should undergo some training which would equip them for their work. Experience on the Continent shows the advantage of a thorough and scientific education for archivists. Conditions here are somewhat different. There archivism is a profession, and there is justification for a thorough course at an archives school. We are not yet ripe for the establishment of such a course, since it is probable that there would not be enough students to justify its existence. However, I strongly advocate that, for the immediate future, applicants who wish to enter this branch of our service should hold some qualification for it. Referring to the systematic training of foreign archivists, with which they were deeply impressed, the Commissioners on Public Records in England were strongly of opinion that the absence of any system for training record officers in England was a serious defect. The consequences of this neglect have been prejudicial to the scientific arrangement of the records and to the preparation of adequate lists, and have also caused imperfections in other official publications.

I feel that to recommend that future entrants for the higher positions in the Archives Department should undergo a special course in one of the universities, where subjects would be taught to equip

them for such posts, could not at present be justified. The salary which is offered to such persons now would induce very few to take it up with a view to joining the archives staff. A man who has spent some years at a university and become qualified would like to know that the pay is adequate, and that there were future prospects for his advancement. Were it possible, however, to have properly trained officers, the following is a course which would suit the requirements of South African archivists: the subjects taken should include South African history, its sources and bibliography; constitutional history of South Africa; the history of South African administrative and judicial institutions; the general principles of South African common law or selective Statute law; archive economy; and mediaeval and modern European history. A thorough knowledge of the English and Dutch languages would be essential, and a knowledge of French or German, or both, should be a recommendation. To complete the course six months' practical work in an archives should be required. This matter should receive future consideration.

It is necessary, nevertheless, to have men with a good education, a special knowledge of South African history, its sources and bibliography, and the above language qualifications. The standard of education should be somewhat on the lines of that obtained up to the first year B.A. course. The candidate, if accepted on the staff, should serve a two years' probationary period. During this time he should be given facilities to pursue his studies at an approved university. The course should include some of the more important subjects enumerated above. He should take an examination at the end of this period. The examining body should have representatives of the Archives Department and experts from outside. Should the candidate hold a degree in Arts he should be required to undergo only six months' probation.

For the less technical work, men who are already in the service or are seeking admission should be encouraged to take up the work. In course of time such men may prove themselves efficient, and by the training they have undergone equip themselves for further promotion. It is of the greatest importance in carrying out archives duties to have not only an efficient staff but also an adequate one. Little has been achieved in South Africa in regard to archives work because there have not been sufficient workers to perform the essential work. No great scheme can be built up and carried out unless it is given the proper foundation. In the case of the development of the archives, this foundation is an adequate number of workers. In an archives office there are multifarious duties to be performed. Amongst the most important is the attention to be given to the custody and classification of the records, the preparation of lists, inventories, and catalogues. Such work must be done by responsible officers of the higher grades. Further, there is the general business of the office, correspondence involving searches amongst the records, care and custody of the repositories and their contents, transfer of records from other departments, inspection of district offices relative to transfers, the reception, packing, and listing of documents so transferred, the supervision of the public search-room, and attention to the requisition and return of documents, assistance to the public, making of certified copies or extracts, and miscellaneous other duties. If the suggested committee for the destruction of "valueless" documents and inspection of departmental records by the archives staff be adopted, it will

entail more work and responsibility. Special consideration should be given to the above in any reorganization of the archives in this country. It is absolutely essential to have an adequate staff to carry out these duties. I am of opinion that unless we give more attention to this important phase of the development of the archives we will advance very little. It will always stand out as a blot against us if we fail to preserve and render accessible to the student the first and foremost of all the sources of our national history, our national archives. In the past too much apathy has been shown in regard to the archives. In comparison with other countries we have spent very little on their improvement. In such a young country as this we must heed the past experience of older countries.

In putting forward the following recommendations as to the required staff of the archives branch of the service, I have kept in view the above work which will be required to be performed as well as what work has been so far accomplished with the present available staff. The accumulation of records and the public use made of them has involved greater work than the inadequate staff is at present able to cope with. At present the staff consists of a chief archivist, a first and a second grade clerk, a second grade female clerical assistant, and a clerical assistant. This is far too inadequate, as at each of the four centres there should be a responsible officer. At Capetown and Pretoria he should be of the senior grade, and at the other two places a first grade clerk. One of the senior officers should be able to deputize for the chief archivist when occasion arises. He should become acquainted with the complete working of the administration. The officer in charge of each centre should be responsible for the custody and classification of the archives, the preparation of the necessary keys thereto, and the general business of the office. He should be assisted in the making of the lists, indexes, and catalogues by the officer next in rank, who should also have supervision over the search-room, the repositories, and the transfer of records thereto. The making of extracts or copies, searches, and the less technical work of the archives should be distributed amongst the remainder of the staff. The services of a typist are very necessary, especially for the duplication of lists of archives which it is proposed should be furnished to each centre in order that a knowledge of the contents of any one of the four depots can be gained at any one of the archives. To carry out all these duties efficiently, and to complete the staff, in addition to the above suggestions, I am of opinion that there should be one first grade clerk, two second grade, two third grade, and two or three temporary assistants and a typist. The staff, then, for the archives of the Union will consist of a chief archivist, two senior grade clerks, and eleven assistants. This number is none too many, for, as I have remarked before, it is only by having an efficient as well as an adequate staff that the archives can be properly developed. The amount involved in salaries is very small when compared to what is being done by other countries. At the same time the duty of preserving the national records of a nation is one with which every Government is burdened.

#### PUBLICATIONS.

When the archives have been properly classified, it becomes a duty to make them accessible for administrative and literary purposes. Lists, indexes, and calendars should be prepared and published to

aid those who would use the archives, but one of the first essentials is a guide, or a brief conspectus of its collections. It should show the various groups or series of records, indicating for each series its title, the number of volumes composing it, and its limiting dates. Such an *indice sommario* one finds in Scargill-Bird's "Guide to the various classes of documents preserved in the Public Record Office," and in "Etat sommaire par series des documents conserves aux Archives Nationales," Paris. The publication of such a guide for each of the four archives centres in South Africa would give the student an opportunity of mastering the general contents of the repositories. Then would follow lists, inventories, and catalogues which would show the title, date, number of documents, and, briefly, the nature of the contents of each volume or portfolio in any given series. In studying the needs of the student it must be kept in mind that he requires something more than a bare list of the volumes, and that he should be given more indication of the nature of the contents of each particular series of volumes. The next publication to consider would be the calendar, which would give the documents *in extenso*, or a more or less succinct résumé thereof.

The point which arises in connection with these various publications is: Which of them should be undertaken by the archives administration and which by a separate body? The European practice is that the publication of historical documents intended for the use of historians and for the direction of historical research in general, is performed by a representative body of historians. Such would be the papers which are to be printed *in extenso*, such as calendars, in which the substance of the papers is produced at length. This type of publication should include materials preserved in other repositories. These publications are not prepared by officers of the archives office.

With reference to South Africa, I would recommend that the publication of guides, lists, indexes, and catalogues should be prepared by officials of the archives department, in order to make their contents available for consultation. These should be published by the department and under the direction of the chief archivist. The printing of these will at once acquaint the historian what original material is available for carrying on his research. In connection with the issue of such lists, etc., I would suggest that, while the publication is issued under the superintendence of the chief archivist, the officials who prepare them should get the full credit for the work done. If this were carried out it would be an incentive to clerks to make themselves efficient and turn out good work.

The work of selecting and supervising the publishing of historical documents should be left to a separate body, as is done in Canada, Holland, Belgium, and France. This board should be entirely separate from the archives administration, and should be responsible for determining which records should be issued, other than the above, which should come under the archives office; the appointment of an editor and staff, and generally for carrying out the publication of documents either in the archives or outside repositories. Such a board should consist of about six members, which number could be increased if found necessary. Two of the members should be representatives of the Archives Department and the rest should possess a good knowledge of all the periods of South African history with which the official

publications will deal. The members of the board which it is suggested to establish should not be paid except for their travelling expenses and subsistence allowance during such period and when sitting in committee. They should meet about three or four times a year, and discuss which historical documents should be published and supervise the carrying out of the work. The latter should be performed by an editor and an adequate staff. The "Commissie van Advies voor 's Rijks Geschiedkundige Publicatien" might serve as a model upon which the board should be based, making allowance for special circumstances in South Africa.

I do not think this suggestion can be enlarged upon, nor does it require much to substantiate it. The experience of other countries has shown that the business of custody and classification of archives, and the preparation of suitable keys thereto, should be entirely separated from the business of printing and publishing the more important historical documents. If the latter work be left to the archives staff it might be found that the arrangement and cataloguing of the records would take a secondary place, whereas it is of the first importance, as it is the duty of the department to concentrate attention on the custody and classification. I would, therefore, suggest that if such a board of publication is established an official be appointed, and about two or three copyists, to carry out the printing of the papers selected by such a board. The expense of employing copyists would be greatly reduced by the use of a "Photostat," to which I will refer in the next section. This will enable the work to be carried out more expeditiously and with greater accuracy.

### PUBLIC USE.

The right of the student to use the national archives of a country for historical purposes does not require any argument in its favour. After the Government's interests have been safeguarded and proper regulations drawn up for the use of the records, every facility should be granted to the bona fide researcher. All civilized countries have recognized this right and allow their citizens to use the archives under certain restrictions. It is necessary to have regulations by which the researcher is bound, and these should be rigidly enforced. Further on I have endeavoured to give briefly the general practice in European countries as to the admission to and use of their records. It is only right that, when the public are given access to the papers, every safeguard for their care should be imposed.

I beg to make the following recommendations: Every one who wishes to consult the archives shall apply personally to the keeper or his deputy. The applicant shall enter in a register specially kept for the purpose his name, profession or calling, address, nature and purpose of search. He should also sign a declaration that he has read the regulations as to the use of the archives, a copy of which shall be inserted in the register, and that he will observe them. It is necessary to know the purpose for which he is making the search in order to ascertain whether he is subject to Government Notice No. 1573 of the 27th November, 1918. A set of rules and regulations should be drawn up embracing the following:—

1. The archives shall be open between the hours of 9.30 a.m. and 1 p.m. and 2 to 4.30 p.m. on weekdays, and 9.30 a.m. to 12 noon on Saturdays, on all days when the public offices are open for business.

No documents will be fetched from the repository after 4 p.m. on weekdays and 11.30 a.m. on Saturdays.

2. Every person making use of the records for research purposes shall write his or her name, occupation, and full address, daily, in the visitors' book kept for the purpose.

3. No umbrellas, sticks, or bags shall be taken into the search-room, and no parcels shall be placed upon the tables.

4. Every person desiring to inspect or search any record or document shall give a separate ticket, clearly written and signed, for each document or record required, and such ticket shall be given to the officer in charge of the room before any record or document can be produced to the applicant.

5. No person shall be allowed more than three records or documents simultaneously at any time, except by special permission of the official in charge.

6. Records and documents of exceptional value, and those in fragile condition, shall be produced singly, or subject to such conditions as the official in charge shall, in the particular case, think necessary for their safety and integrity..

7. Records and documents, when no longer required by the person to whom they have been produced, shall forthwith be returned to the officer in charge of the room, or to an attendant, who will give in exchange the tickets referring to them, and every person shall be held responsible for the records or documents issued to him as long as his ticket shall remain in the possession of an officer of the archives.

8. A fresh ticket clearly written and signed by the person to whom records or documents have been produced, or a single ticket bearing the words "Kept out," shall be required for every record and document retained in the search-room from one day to another for the convenience of any such person.

9. No person shall lean upon any records, documents, or books belonging to the archives, or place upon them the paper on which he or she is writing. In case a reader desires to follow with his finger the passage he is copying, he must put a slip of paper under his hand; his uncovered hand must not rest on the manuscript. No person shall touch the manuscript or page he is copying with the hand in which he holds his pen, nor shall he put the manuscript or volume between the inkstand and paper on which he is working. As a general rule the books, while in use, shall be placed upon book-rests. The greatest care must be exercised in handling all books and documents.

10. Should any person using the records stain any manuscript, he shall report the matter at once to the officer in charge; and, also, should he see a stain of recent date, he should likewise report it, in order to clear himself of the responsibility. It is requested that any defect in, or damage to, a manuscript or volume be pointed out to the officer in charge.

11. No person other than an official of the archives shall make any mark in pencil, or otherwise, upon any record, document, or book belonging to the archives.

12. Tracings or photographs of records or documents shall not be made by any person without specific permission from the keeper, and then only in manner approved by him.

13. Records, documents, or printed books belonging to the archives shall not be removed from the shelves except by one of the officials in charge; and, except they be accompanied by an officer of



the Archives Department, no one shall be permitted, under any circumstances, to enter the repository.

14. No person using the archives shall remove any record or document from one room to another without specific permission of the officer in charge. No record or document shall be taken outside the archives building without authority, such authority being a competent court of law or the Minister of the State Department entrusted with the charge of the archives.

15. Silence shall be maintained in the search-room.

16. Smoking and the lighting of matches shall be absolutely prohibited in any place where documents are stored or handled.

17. Students shall be permitted to make researches and copies free of charge for literary or scientific purposes upon their stating clearly the scope of their studies. The fees payable for searches and copies of documents shall be such as are set forth in Government Notice No. 1573 of 27th November, 1918.

18. Every one who makes use of the archives shall forward, for the use of the office itself, one copy of every work published from material supplied by documents which have been communicated to him.

19. The official in charge of the search-room of the archives shall be empowered to exclude any person for any of the following reasons:

Wilful breach of any of the foregoing rules and regulations, persistent disregard of the officer's authority, damage of any sort to any record or article belonging to the archives; conduct, language, habits, unseemly dress, or any other matter offensive or likely to be reasonably offensive to others using the archives; provided always that the exclusion of any person shall be notified in writing with the cause thereof to the keeper, who shall inquire into the circumstances, and whose order, unless reversed by the Archives Commission, shall be final.

20. Any infringement of the existing regulations will entail the suspension or withdrawal of the permission granted to work in the archives.

These regulations have been based upon those in vogue in the various European archives. None of these rules are too restrictive. Experience has shown that it is very necessary to have such rules in order that the documents may be properly safeguarded.

Each archives building should have a suitable reference library. This is very essential for use of the staff. The public in the reading-room should also have access to these books, but such access should be subject to the same restrictions as regards demand and use as apply to the archives documents. I beg to recommend that every encouragement be given for building up a suitable library of reference books for the use of the staff and public.

A specially equipped camera is used in most archives for copying documents required by the public. One of the best types I saw was the "Photostat." Further on I give a description of this machine and the uses to which it may be put. It requires little imagination to see the value of such an appliance. It is a great time and labour saving device. The accuracy of the "Photostat" is indisputable. In the United States and Canada certified photostat copies of documents are admitted as evidence in the law courts. For transcribing the more modern documents which it is proposed to have published.

photostat copies could be made and sent direct to the printer. The proofs can be readily corrected from such copies without reference to the original. When it is computed what a small outlay and short time would be required for doing copying work by means of this machine, it would be found negligible when compared with the time and expense involved in the transcribing process of the same documents by hand. Taking an average day's work, an operator can easily copy anywhere from one hundred to one hundred and fifty pages in that time. It would be superfluous to compare this with what a transcriber could do in the same time. However, there are other uses to which the copying process can be put. The university centres away from the archives could be furnished with photostat copies of historical documents, and thus students would be enabled to study facsimiles of original documents. Copies of documents in one archives depot which are required by another depot can easily be furnished in this manner. The utility of the "Photostat" is not confined to the copying of archives documents only. It can also be used for any other kind of work, especially where many copies of tabulated work or plans, etc., are required. I am fully convinced of its utility in all branches of work of an archives establishment, and strongly recommend that such a machine be purchased for our archives. Full particulars of the price and how the machine is worked have been obtained by me.

## SUMMARY OF CONCLUSIONS AND RECOMMENDATIONS.

*Introduction.*—Most countries have passed some legislation for the better preservation, arrangement, and use of their public records; *recommended* that similar legislation be passed here.

*Centralization.*—There is no general centralization of record in Europe. Over-centralization has been found not too successful. Most countries have a central archives and provincial archives. Centralization is rather in the administration than in the records. *Recommended* that there be four archives depots in South Africa under the control of a chief archivist.

*Departmental Records.*—All countries have some system by which there is a regular transference of departmental documents to the archives. *Recommended* that the departmental records be sent to the archives by ministerial sanction and come into the custody of the archivist, so that the department has only the right of access upon application and gives a receipt for papers removed for consultation. Upon transfer to the archives the documents should be accompanied by a duplicate inventory. Binding and repair work should be undertaken by the archives officer. The records of departments should be opened for inspection up to 1881. Every ten years the date should be advanced a decade. There should be a closer relationship between the archives and the department. An inter-departmental committee should be created, to secure, as far as possible, a uniform system of keeping records. There should be a periodical inspection of the department's records not yet in the archives, and a report thereon made by the chief archivist. Documents of too recent date should not be sent to the archives.

*Buildings.*—Most Governments have recognized the necessity for having a proper building for their national records. The Cape archives being unsuitably housed, it is *recommended* that a separate and up-to-date archives building be erected at an early date to house

the Cape records. When the time is opportune the other centres should receive similar attention.

*Custody, Care, and Arrangement.*—With the present archives buildings in use proper precautions should be taken against fire. The use of dust-proof portfolios and cartons should be adopted for loose papers, and, as far as possible, the use of brown paper and string should be discontinued. The archives should be periodically cleaned, and the use of a vacuum cleaner is to be recommended. In Europe the general principle of classification of archives is according to the "principe de provenance"; this should be a uniform system in South Africa. The "Handleiding" of Muller, Feith & Fruin should be used as a guide in this connection.

*Repair—Destruction of "Valueless" Documents.*—Every archives establishment has a bindery, and here papers are bound, restored, and repaired. In order to have official supervision over this work it is *recommended* that an all-time binder be attached to the Capetown office; that silk crepeline, Japanese paper, and extra-fine gelatine be used as materials in the repair work. Departmental papers include a quantity which are useless for administrative purposes after the matter to which they relate is finished. They will not serve any purpose for historical research. While some European countries are somewhat reluctant to destroy old papers, there is machinery provided for the destruction of modern valueless papers. It is *recommended* that a committee, composed of representatives from the archives office and departments, be formed to attend to the investigation and destruction of "valueless" documents, and that certain formalities be observed before any papers are destroyed.

*Administration and Staff.*—In Europe, as a rule, there is a central archives administration, which also controls the provincial archives, which are annually inspected. The staff is properly trained, which guarantees the systematic and scientific administration of the various depots. It is *recommended* that the chief archivist control the four archives centres in South Africa, inspect them annually, and report thereon. The higher posts should be filled by men with a special training; if the course of training is found impracticable, it is necessary that the aspirants should have a good education, with a special knowledge of South African history, its sources and bibliography, and serve a two-years' probation in an archives office, when they should pass a further test. A university graduate should serve only a six-months' probation. An archivist should be placed in charge of each of the centres and be given a suitable staff. The archives staff should consist of a chief archivist, two senior grade officers, and eleven clerical assistants.

*Publications.*—The work of publishing historical documents is undertaken by a body separate to that of the archives staff, the latter only undertaking the preparation and publication of lists, indexes, and catalogues. *Recommended* that the same practice be adopted in South Africa. In order to carry out the publication of historical documents, a board of publications should be established. This board should advise and supervise the issuing of such publications, which should be undertaken by an editor, assisted by a staff of copyists.

*Public Use.*—The public use of national archives is recognized by all countries, but such use is subject to certain restrictions. It is *recommended* that rules and regulations be framed, which are herewith set forth, for the use of records in South Africa. To aid the

student in his researches he should be permitted to use the reference library in the archives office, and encouragement should be given for the building up of such a library. The use of a "Photostat" for copying documents on demand or for publication is strongly recommended as a labour and time saving device.

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## PART II.

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### CENTRALIZATION.

The question of the centralization of all official documents of whatever date in one depository is a question which has an important bearing on the records of South Africa. In considering the system to be adopted in preserving the archives of this country, composed as it is of four provinces formerly independent of each other, each with its own records, the custody of which each has hitherto retained, it is necessary to note what has been done in other countries similarly placed, in which a federation or a union of states or provinces has occurred.

In the United States of America each of the forty-eight states retains its own records. The central or federal documents are kept in the capital city, Washington. The National Government assumes no control over the state records which deal solely with the history and development of the individual states. Various measures are adopted by the different states for the preservation of their records. There are departments of archives and history, divisions of archives in state libraries, state historical commissions, and state historical societies charged with some of the functions of archivists.

The same system has been adopted in Canada. Each state or province in these countries maintains a strict hold over its records, and legislates independently in regard to their administration and organization. The line of demarcation between the Canadian or dominion archives and the provincial archives may be considered analogous to the difference between the federal and the state archives in the United States. The archives of the central Canadian Government are situated at Ottawa, where are also to be found the records relating to the French régime, together with many records transferred to the Dominion Government by the provinces at the time of the Confederation. The provinces, however, retain the custody of those records dealing with local matters. The dominion archives, which also contain transcripts made in Europe and America, are under the custody of a dominion archivist. The records of the provinces are under provincial archivists. Ontario has a bureau of archives. The archives belonging to Nova Scotia are known as the public records of the province of Nova Scotia. Most of the provincial records of Quebec are to be found in the provincial archives, while its judicial archives are attached to the attorney-general's office. British Columbia has created an archives department, and Manitoba has made legislative provision for the custody of its records at Winnipeg.

In the United Kingdom there are three large depositories, in London, Edinburgh, and Dublin, where the records dealing with

England and Wales, Scotland, and Ireland respectively are to be found. The commissioners appointed in England in 1910 to inquire into the public records reported, *inter alia*, that "we have also, from our personal observation, come to the conclusion that the archives are more highly centralized in this country than in any other; that an adequate system of inspection and control removes the necessity for such centralization by securing the preservation and proper administration of the public records; and that the existence of provincial repositories in other countries has been advantageous to the study of history by local universities and local antiquarian societies." Again, in 1914, they stated that "the concentration of all public records in one general repository has been more persistently attempted in England than in any other country, but it has only been possible to carry it out partially." The report continues: "The policy of concentration has practically broken down," the commissioners "do not recommend it generally," and suggest "a complete change of policy."

In Holland there are eleven provincial archives depositories, controlled by the central archives at The Hague, in which are housed the papers of the Central Government. In spite of the fact that in 1798 Holland received a new constitution, depriving all the states of their former sovereignty and uniting them under one crown, the states or provinces have retained the custody of their earlier records, as well as of all local records subsequent to 1798. The central depot for the kingdom and for the province of Zuid Holland is the "Algemeen Rijksarchief," situated at The Hague, in charge of an "Algemeen Rijksarchivaris." The provincial archives for the remaining ten provinces are each under a state or provincial archivist. In Belgium the system is similar. Besides the "Archives Générales du Royaume" in Brussels, in charge of an Archiviste Général, there are eight provincial archives.

In Holland, Belgium, and France the largest and most important collections of records are to be found in the capitals of these respective countries. This is especially the case in France, where the highly centralized form of Government largely accounts for the considerable concentration of archives, which was commenced in Paris as far back as 1789. In addition to the Archives Nationales in Paris, in charge of a director, there are supplementary "Archives Départementales" in the eighty-six departments, so that even in France complete centralization has not taken place.

In Italy the central Government archives are situated at Rome, but the provinces retain their own records. There are very large depots at Turin, Florence, Venice, Genoa, Milan, and Naples.

In Prussia the state archives are distributed among the provinces, each province having one such depository. In addition to these provincial depots there is a central archives in Berlin, the Royal Privy State Archives. There are seventeen provincial depots, some of considerable size and importance, as those at Hanover and Düsseldorf. The Bavarian State Archives include a central depot at Munich and eight provincial depositories. In the majority of the states of the late German Empire there is a central depository located in the capital, and subordinate provincial archives.

These facts lead to the conclusion, then, that in no country has complete centralization of Government records been effective, and in the case of France and England, where it has been most persistently

attempted, it has not proved quite successful. It may be maintained that inconveniences are bound to arise from distributing the custody of a nation's records among so many depositories. But this objection can be met. Practical difficulties are overcome by centralizing the administration of the archives instead of centralizing the documents. In Holland and Belgium the "algemeen rijksarchivaris" and "archiviste general," respectively, make an annual tour of inspection to the provincial archives, the archivists of which also send in reports. In France there are three "inspecteurs des archives," who visit departmental archives and report to the Minister of Education. In making use of the archives of a country in which there is a distribution of archives in various depositories, the student's first problem would be to ascertain in which of these depositories the materials he requires are to be found. To eliminate this difficulty various expedients have been found. One is by means of a directory of archives, in which may be found a list of the existing archives offices, the names of their custodians, the conditions of admission to work there, and a brief description of their contents. The publications "Minerva" and "Archivalischer Almanach" furnish this information to some extent for the whole of Europe. In France the "Annuaire des Bibliothèques et des Archives," and a similar "Annuaire" published in Belgium, deal with the archives of these countries respectively. In Holland a manual dealing with the classification and description of archives has been compiled by three leading archivists. It has been adapted to the needs of the archives of three different countries, and has been translated into German, French, and Italian. In it there are some pertinent remarks on the custody of provincial archives, which will serve to indicate the writers' views on centralization. "The state," it says, "places in its provincial archives depots the archives of all departments at present situated in that province, and especially the archives of the provincial state prior to the unification of the Dutch provinces. Each of these provincial states has its peculiar form of Government, and its development is in accordance with its organization. Its records embrace certain territories and districts of the country, and sometimes include the archives of communities lying outside its area. This arrangement should not be disturbed; former archives deposited in depots should not be divided up but kept together as a whole."

In several European countries, e.g. Holland, Belgium, and Germany, documents are sent from one centre to another for the use of students. This is done under certain restrictions and safeguards, and only to such places where there is provision against fire and theft. As a rule they are sent from one archives depot to another, where they must be consulted.

## DEPARTMENTAL RECORDS.

The advisability of preserving the records of the various Government departments in the archives is a question which has received attention in all countries.

After a number of years, current records of a department become "dead," and are transferred to the archives for better preservation and care. This principle is generally acknowledged, but there are one or two questions arising out of the transfer of departmental records which are of great importance, and which should be studied

carefully. Chief of these are the questions of relationship between the archives and the departments by which the records are deposited; of the accessibility of such records to the public, and of the powers transferred to the archives with the records, whether these involve merely the "charge and superintendence" of the records or complete control over them.

Various commissions on public records have made recommendations on these points. It is universally agreed that records which are transferred to an archives depot should pass into the legal as well as the actual custody of the archivist. If the legal custody is to remain with those who no longer possess the volumes, it is likely that at some time or other friction will arise. To avoid any misunderstanding it is better that the relationship between the two bodies, the archives and the depositing department, should be determined by legislation. All countries have some legislation or practice by which ministerial and departmental records of the Government are periodically transferred to the archives. This takes place either when the documents are no longer required for current business or when they cannot be conveniently housed within the department.

In the United States of America many of the states have made provision by legislation for the transfer of all records into the custody of the body entrusted with the care and preservation of the state archives.

In Canada the Governor-General-in-Council may order and direct that any public records, documents, or other historical material of any kind be taken from the custody of any department of the Government having control thereof and removed to the archives building in the City of Ottawa, there to be placed under the care, custody, and control of the dominion archivist. The province of Ontario has a bureau of archives in charge of a provincial archivist. The work of this office has been carried forward on the plan outlined in the first report of the bureau in 1903. One of the provisions of this scheme is rather unique, for it at once decides the relationship between the bureau and the Government departments. The first paragraph reads: "The bureau is equally related and attached to all Government departments, and shall receive papers and documents of historical interest, not in current use, from all branches of the public service."

In England it has been customary during the last fifty years for departments desirous of ridding themselves of the custody of records to lodge a request with the Master of the Rolls, asking him to undertake their charge. The Public Record Act of 1838 made provision for certain records to be under the charge and superintendence of the Master. The second section empowered the Sovereign, by an Order-in-Council, to put "records belonging to Her Majesty" in any other custody, under the same charge and superintendence, whereupon the provisions of the Act would extend to them. By the fourth section the Master was empowered, by a warrant under his hand alone, to remove any records under his charge or superintendence to a safe place appointed by him (not necessarily any one central place). Thus it would appear that records so dealt with would henceforth be in his custody, and that when once a document was in the Master's official custody, nothing short of an Act of Parliament could take it out. By the wide interpretation of the Principal Act of 1838, and the Order-in-Council made in 1852, the archives of the state departments of England are, and have been since 1852, in the charge and

under the superintendence of the Master of the Rolls. It follows that he can assume custody of all of them by the issue of warrants under his hand. This he can do without any exception for documents in current use in their respective departments, or for those of a specially confidential nature, and without it being necessary to obtain the approval of the heads of departments, or even to consult with them. In other words it is possible, as a matter of strict law, for the Master of the Rolls by a stroke of the pen, to dislocate the whole executive machinery of the state.

"While it is not easy to believe," write the Commissioners in the First Report of the Royal Commission on Public Records, "that such a power was deliberately conferred, it is harder to find tenable argument against the conclusion. It is presumed that Parliament in its wisdom entrusted the Master with so large a discretion, deeming that it would never be abused to the detriment of the public service. That confidence, if it really existed, has been justified. The Master avoided any extension of his statutory power beyond the legal records by an arrangement with the Treasury and the heads of departments to hold any documents deposited in the public record office by Government offices, for the use of those offices, subject to the control of their heads, and to return them to their offices of origin if required for use there."

The technical authority for these arrangements was uncertain, and in 1852, when Sir John Romilly was Master, and the record office was in course of construction, it was thought expedient to make a comprehensive provision for bringing all classes of public documents under the administrative powers of the Master. This was effected by an Order-in-Council in 1852, by which all records belonging to the Crown deposited in any other office or under the custody of officials other than those specified in the Principal Act, were put under the charge and superintendence of the Master of the Rolls, subject to the provisions of the Principal Act. Thus departmental and state papers were brought under his superintendence, but not under his custody or control, although the Master may assume that right by warrant. In practice this is never done. This abstention on the part of the Master is in accordance with the agreement of 1845, by which the heads of departments are entitled to recall at any time such documents as they desire to have in their offices for reference in current work, and to retain them as long as they are required.

In their second report on the Public Records in England and Wales, the commissioners state that "The concentration of all public records in one general repository has been more persistently attempted in this country than in any other European state." They point out, however, that in spite of this fact a number of departments have never transmitted to the public record office either the older records or the more modern ones which they have accumulated. As a result, there are a number of quasi-independent repositories of records outside the record office, theoretically under the superintendence of the Master of the Rolls, but practically free from control. Outside the record office there is a great quantity of records, generally unarranged, frequently insecure, usually inaccessible to students, but too bulky for inclusion in the record office or in the departmental offices. Hence, "At present the police of concentration has practically broken down." The Public Record Office, though it has been several times enlarged, is not capable



of receiving all the records it is asked to receive, and this difficulty will inevitably recur because the repository cannot be continually extended." They recommend that the national archives be reorganized on the plan followed by other countries, that is, by supplementing the national record office by departmental and district offices. The departmental offices should keep their records until they become records for historical purposes only. The district offices should retain records of the branch of administration functioning in that district, and also local records of a public nature. These district offices should be organized as part of the national record office, and the officers in charge of them should be members of the record service. The revival of district record offices would permanently relieve the congestion at the public record office.

The Public Record Office Act aimed at securing the preservation and free use of records. For this purpose it prescribed a central office in order to concentrate the records and thus effect its aims. But, recognizing the difficulty of concentration, it provided for the continuance of branch offices. In 1852 it extended its jurisdiction over departmental records, and did away with the branch offices. Concentration was at once rendered impossible owing to the enormous quantity of records to be dealt with. At present more than half the contents of the public record office, London, comprise departmental records. The practice of their transfer to the record office has been regularized. Arrangements are made with most of the departments to have only periodical transfers. It appears from the evidence of the Deputy-Keeper of the Records before the Royal Commission on Public Records that the immediate relationship between his office and the departments in regard to inspection of their records is quite informal. No account of their state of preservation and the arrangement in which they are kept is received by him. If it is seen that such departmental records are in a bad state of preservation, or that the documents want binding or repairing, the officer in charge is told in a friendly way by a record office representative that "he really ought to do something about these documents," and the hint is taken and the work done. The responsibility for effecting the repairing or rebinding of departmental records appears to remain with the department, and the record office endeavours to make it do this before the documents are transferred.

The provision made by the Public Record Act in regard to departmental records did not adequately secure either their preservation or free use. A mass of records were placed in general terms under the charge and superintendence of the Master, but he was given no power to secure their preservation while they remained outside the buildings under his control, and none to secure their free use when they were transferred thither. The power to assume control does not appear to have been exercised. The Master has the power to check the destruction of departmental records, but not to inspect the repositories of the departments to see that they are properly kept.

In France all documents of public interest, the preservation of which is considered necessary, and which are of no more current use in the departments, are kept in the Archives Nationales. The transfer can only take place by a decree issued on a proposal of the Minister of the department concerned. A decree of the Minister of State validates the custody of such papers by the state archives. A decree of 1898 provides for the transfer of papers no more in use in certain

ministerial departments, e.g. justice, education and arts, interior, finance, etc. The ministries and administrations hand over to the archives the "dossiers" properly put together, and the register and pieces properly classified. They are accompanied by a duplicate inventory, one copy of which is returned after the contents have been checked, accompanied by a receipt from the director. When once papers have been transferred to the Archives Nationales the Minister cannot recover them. When they are required for the service, a written application must be sent to the director, whereupon they are handed back to the ministry or administration for a fixed period, and a receipt filed at the archives. After the stipulated time has expired the director requests their return. Two of the ministries, Foreign Affairs and War, have a thoroughly scientific system of archives economy, and retain their papers. These archives are properly housed, arranged, and described.

The Archives Act of 1918, and a Royal Decree of 1919, have laid down what archives are to be transferred to the state and provincial archives of Holland. The directors of the Dutch archives have no power of interference with ministerial or departmental records while they are still in the offices of origin. The keeper has no power to inspect them or demand that they be properly kept. The only means within his power to urge their proper preservation is that of personal persuasion and influence. Some of the ministerial records in the state archives have been placed there for safety. These are not searched by the archives officials, nor are they open for inspection. The keeper has only the superintendence of them. Those ministerial and departmental records which have been transferred by decree are in the full custody of the keeper, and the depositing office has no further control over them. If a Minister desires to withdraw a certain series from the archives he can only do so by a friendly request, but has no right to demand its return to his office. Once records have been received into the archives they pass into the legal as well as the physical custody of the keeper.

In Brussels the Royal archives possess only a few departmental records, a list of which is to be found in the keeper's report for 1914. The keeper has approached the Government to legislate in favour of having departmental records sent to the archives.

In Prussia the heads of the departments hand over their records to the archives in Berlin. There is no fixed date laid down for this transference, nor has the archives any direct influence in respect of the handing over of these records. The head of each department has the unrestricted right to, and use of, all records handed over to the archives by his department. In Saxony the records of the various departments are sent to the central state archives in Dresden as soon as they are no longer of practical use. This central state archives department has supervision over the archives of the state law authorities and municipalities. It has a say in archival matters of other branches of the Government in so far as their documents are concerned, where these are no longer in current use.

The important question of accessibility to the public of ministerial and departmental records requires careful attention. The restrictions as to the date up to which they may be inspected vary in different countries. In England conditions regulating access to departmental records which have not yet been transferred to the public record office vary in each office according to tradition or to the

views of the officer responsible for the records. Some offices which retain their records have skilled record-keepers, good catalogues, and a proper search-room, e.g. the India Office. With regard to departmental records deposited in the public record office, there are regulations at present in force which restrict their inspection. These records are divided into two classes: those open to public inspection, and those which can only be consulted by a special permit from the department from which they come. Access to records open to public inspection is limited in two ways: (1) as to date, (2) as to subject. The muster rolls and paybooks of the War Office and Admiralty are, however, open to the public without any restriction as to date, whereas in general the War Office has limited the inspection of records to 1850. The year 1837 seems to be the limit up to which documents may be searched in many of the departments, e.g. Admiralty, Home Office, Foreign Office, Colonial Office, Treasury, the Board of Customs and Excise, the Board of Trade, the Exchequer and Audit Office, the Paymaster-General, and the Privy Council. The household departments, under the control of the Lord Chamberlain and the Lord Steward, have fixed the year 1800. Restrictions as to subject vary according to the department. Certain classes of papers of earlier date than 1837 are excluded, e.g. the Admiralty and Treasury exclude the opinions of law officers and the Colonial Office records relating to the Falkland Islands, Gibraltar, and Malta. The records which are only open to inspection by permit of the department are of two classes. Regulations are issued to record officers to the effect that "no records of any kind, of the following departments, are to be produced without a special permit from the departments concerned," for example, records of the Director of Public Prosecutions, the Estate Duty Office, the Treasury Solicitor, and the Department of Works and Public Buildings. The second class of document for which permits are required consists of records subsequent to 1837 deposited in the record office. Students using these are subjected to certain restrictions as to the nature of the extracts and copies they are allowed to make. In Canada the records at Ottawa are open up to 1867, the date of Federation.

Other countries also have restrictions as to date and subject. In the Archives Nationales, Paris, which comprises the papers of the former régime, of the assemblies, and of the modern central administrations, with the exception of those appertaining to the Ministries of Foreign Affairs, of War, and of the Colonies, records are accessible to the public without special formalities. Except in particular instances, where special reservations may have been made, these documents may be communicated to any French citizen after fifty years have elapsed. Documents less than fifty years old can only be inspected by consent of the Ministers of the department. The production of diplomatic documents dating prior to 1790 is subject to the rules laid down by the Minister of Foreign Affairs, and his permission must be obtained to consult such records of a subsequent date. A permit to search those prior to 1790 carries with it the right to make extracts or copies and to use them without first submitting them to the supervision of the director of the archives. Extracts or copies made from documents after that date are submitted at the end of each sitting to the official of the department which undertakes this duty. Publications made without first obtaining permission entail the forfeiture of the right to use the Foreign Office archives.

The date limiting the consultation of records in the archives in Berlin appears liberal, the year 1870 having been laid down. The date 1831, which formerly limited the public use of records in Dresden, has been altered, so that the director now has it in his power to make available more recent papers. Before access is allowed to records dating from a period subsequent to the middle of the eighteenth century, they are submitted to a thorough examination by the officers in charge. As a result of this examination, certain portions of the records may be withheld where it is considered of special interest to preserve their secrecy. Limitations are only made when there is a fear of the welfare of the state, of religion, or of the peace and good morals of the country being prejudiced. This liberal use of the archives is only granted to Germans and Austrians. In regard to concessions allowed to others, reference has been made under the heading "*Admission.*"

For scientific use, private purposes, family history, and politics, the Vienna archives are open up to the 31st December, 1887. The archives administration regulates this right of use.

Authority has been issued in Holland for records up to 1830 to be transferred to the archives, but these are open for inspection up to 1813 only. Students wishing to consult documents subsequent to that date must apply in writing to the general state archivist. In his application the student must state the nature and the object of his investigation. He will be permitted to use the documents if the general state archivist obtains the authority of the head of the depositing department. No reasonable application is refused.

In Italy documents of a purely literary or historic character, sentences and decrees of magistrates, decisions and decrees of Government administrative authorities, are public. Documents concerning foreign policy and the general administration of the states of which the Kingdom of Italy was composed are open for inspection up to 1847. Records of criminal trials are public seventy years after their conclusion, and administrative documents thirty years after the conclusion of the case to which they refer. Papers of a private character are open fifty years after. Authority of the Minister of the Interior has to be obtained to search documents which are not open.

## THE CUSTODY, CARE AND ARRANGEMENT.

In most countries the national archives are stored in specially constructed buildings, and everywhere they are found housed in buildings exclusively set aside for archives; for example, the archives at Ottawa, London, Vienna, Dresden, Leipzig, Antwerp, The Hague, and in many other cities of the various European countries. Amongst the latest archives buildings in course of erection are those at Groningen, in Holland, and at Berlin, in Germany. At Washington, D.C., U.S.A., there is as yet no archives building for the records of the Government departments, which are scattered among a great number of depositories. But plans have been drawn up and approved for the construction of a very fine and up-to-date edifice, the want of which has long been felt.

It is interesting to note how several places have adapted old buildings to meet the present-day requirements for the safe custody of national or provincial records. At Brussels the records are kept

in a part of the buildings of the Musée Royal de Peinture, known as the Ancienne Cour, and previously occupied by the Museum of Natural History. The Chateau de Gerard le Diable, at Ghent, a fine thirteenth century building, has been fitted up with iron and stone floors, galleries, and shelves of iron. In Paris the Archives Nationales are kept in the Maison Soubise, a former residence of the well-known family of that name. It is spacious and has been skilfully adapted to its present uses, and is an admirable place for the orderly storing of the records, with room for expansion.

An inspection of the various buildings used for storing archives reveals a variety of plans. There are, however, certain guiding principles which have governed the arrangement of the more extensive and up-to-date national, provincial, or city archives repositories. In all the better plans the buildings are detached from any others not directly connected with the archives.

A separate building is devoted to the administrative functions, while a storage magazine is joined to it by means of a passage, for safety in case of fire. In other words, there are two distinct buildings, the arrangement of the one being adapted for offices to contain the staff, the public search-room, and other adjunct rooms, such as a library, bindery, etc., and the other planned solely as a magazine, with the necessary stacks for the records.

In the plans of the new building which it is proposed to erect at Washington it is intended that the two buildings should not be separated by a passage such as is found in the Dutch and a good many Germany buildings, but by a fire-wall. It is anticipated that this will give ample protection against fire.

In the Public Record Office in London the documents are stored in a number of small rooms on four floors of fire-proof construction, with iron doors, opening upon wide corridors. In each room is to be found a card of contents. One room on each floor is kept vacant, to allow a periodical cleaning of one of the other rooms and its contents by their transference to the vacant room after they have been cleaned with a vacuum-cleaner. In modern archives magazines the floors, the number of which vary according to the size of the building, are of low dimensions, and are constructed of iron gratings or stone. They extend the whole length and breadth of the building. To counteract dampness, the buildings are usually supplied with central heating. Daylight is admitted to all parts by windows on either side, and, sometimes, as at The Hague, from the glass roof. In these modern archives buildings artificial lighting is neither permitted nor required. In the Bibliothèque Nationale, Paris, the Archives Nationales, and at the archives at Brussels, the use of artificial light is not allowed. At the Archives Nationales there is wooden shelving, and the result of an outbreak of fire would be disastrous. The French archives are preserved in various "salles," which form deep recesses on one side of an open corridor lighted on one side only by large windows, which look on the several courts of the Maison Soubise.

The floors in the various magazines are connected with each other by iron stairs, and suitable arrangements are made for hand-lifts. Various kinds of shelving are used, some iron, some steel, and others even of wood. In most places hand and foot rails are used when taking volumes off the shelves, and for preventing the books on the lower shelf from being used as a step. There are also

chairs and tables at which work may be done, some of the latter movable (The Hague), and telephonic communication with the keeper, offices, and search-room is installed at various parts.

The care of the various papers found in an archives repository is a matter which must receive the serious consideration of the archivist. There are a number of enemies against whose inroads measures have to be taken. Fire is a danger which is ever present, and one against which the utmost precaution should be taken. The disastrous effects of this great enemy are brought to light when, as occasionally happens, the entire records of a department or departments are in a few hours irreparably lost. The various states of the United States of America seem to have suffered considerably in this respect. A perusal of the proceedings of the conference of archivists printed in the annual report of the American Historical Association will soon convince the reader of this, e.g. the fire in the New York State Capitol at Albany, and the fire in the State Capitol, Jefferson City. Recently a fire in one of the most modern buildings in Washington burned all the original census schedules for 1890. In all archives repositories there is fire-extinguishing apparatus of some description. In the Public Record Office the safety of the building and its contents is in the hands of the staff during the official hours. Alarm bells are installed throughout the building, and the office is in telephonic communication with the fire brigade. At intervals the alarm bells are rung to test the efficiency of the attendants, messengers, and porters in their fire-drill. Two police constables patrol the outside of the building. At night the police, consisting of a sergeant and four constables, look after the building and its contents. They are under the supervision of a resident officer, who is a member of the staff. He can be summoned at any hour and can be on the spot in a few minutes.

The continental archives all have some system of patrol over the buildings at night, or some other precaution in case of fire. At the Hague there is a police patrol outside the building, who has to record his visits at certain points by means of a time clock. At the municipal archives at Rotterdam the staff are instructed how to act in case of an alarm. Should a fire occur at night, the archivist and his staff can pass to the building unhindered by the police through the usual crowd of sightseers by means of a distinguishing badge which they wear on the arm. This gives them authority to arrive at the depot without being stopped or questioned.

There are other enemies of archives whose work of destruction is as effective as fire, although their process may be slower. For instance, damp or dust, lack of ventilation, rough handling, and extremes of temperature; and in regard to documents still in the possession of departments, especially where there is lax supervision over the records, there is the stamp and autograph collector to guard against. Few countries, if any, have been entirely free of this danger. The head of each department at Washington is authorized to prescribe regulations for the custody, use, and preservation of the records and papers of his department. Provision is made for the punishment of any person who wilfully and knowingly steals or destroys any record or paper filed in a public office, or of any public official who withdraws or destroys any paper or record in his custody. All these matters of care can be dealt with by observing necessary precautions.

The care of records when they are actually in the archives repository is a subject of the greatest moment to the archivist. Papers are received in all conditions; some are bound, some are in portfolios, some are loose documents. One rule that appears to be universal is that all papers must be filed flat. Another rule is that loose documents should be filed in folders or portfolios. This gives the advantage of flexibility and is less expensive than any other system.

In the London Record Office some of the records are bound, some are tied up in brown-paper bundles; the legal documents are generally filed or fastened in some suitable manner. In some cases binding is impossible, e.g. rolls.

The unsightly brown paper and destructive string is now rarely seen in any of the continental archives. Papers so packed are not only an inconvenience to the searcher, but the edges of the documents are apt to fray. In some of the archives on the continent unbound papers are kept in "cartons" or cardboard boxes, e.g. Archives Nationales. The general effect given by them as they stand on the shelves resembles that of volumes; and they are similarly lettered on the back. The use of these "cartons" is more marked in the Paris archives. At The Hague the loose papers are neatly secured in "liasses" or bundles, protected by cardboard sheets tied together with tapes. The description of the contents and consecutive number is neatly written on a flexible piece of cardboard placed at the back of the "liasse." At Brussels a very much improved type of this kind of portfolio is used. Attached to the inner part of one of these cardboard sides, at the top and side, is a stout piece of canvas cloth, which covers the top and back of the bundle. This covering prevents dust getting to the papers, and at the same time allows them a fair amount of air.

It seems that the "liasse" or portfolio system allows the use of more shelf spacing. Each "carton," on the other hand, takes up a certain amount of space, even though it is not packed quite full of papers. However, it has the great advantage of preserving the documents from dust and damp. In most places the deeds and charters are kept in these "cartons," which have small perforated holes for air. At the Koninklijke Archief at The Hague the upper ends of the portfolios are protected from the dust by loose, thick cardboard covers, each one of which covers several bundles.

Light and air are very necessary in the care of documents. Windows cannot, however, always be opened, especially in winter, and in countries where the atmosphere is damp. In London the Record Office suffers from a nuisance which no doubt causes a greater accumulation of dirt than would otherwise take place, that is from the volumes of black smoke which are emitted by several chimneys in the neighbourhood. In the Archives Nationales the windows in the repositories are fixtures. Even in countries where the climate is dry there are causes which prevent windows being opened daily the whole year round. Take Capetown as an instance. The violent southeasters generally cause a fine dust to settle in the interior of houses. It is necessary to have the documents periodically dusted and cleaned. This is accomplished in some places by the use of a vacuum-cleaner, e.g. Public Record Office, and Register House, Edinburgh. At Rotterdam the documents are shaken outside on the balconies of each floor. At Düsseldorf the repository is cleaned during six to eight

weeks with the help of two prisoners under a supervisor and office messenger.

*Arrangement.*—When the archives papers have been received then comes the problem of classification.

In this respect there should be no confusion with the classification of a library. There is nothing in common between the two in regard to classification. No purely chronological or purely alphabetical arrangement can be successfully applied to the classification of archives. At the outset it is absolutely essential for the classifier to bear constantly in mind the origin of his archives. He must have a thorough knowledge of the history and functions of the office whose records he is arranging. Each archive in the collection is an organic whole which the archivist must study before he can classify it. Only he who has studied the organization of the archives is best equipped to classify it. It is generally agreed by all archivists that in dealing with the classification of archives the *sumum bonum* to be aimed at is that they should reflect the political organism of their time. The collection should be classified according to their origin; they should reflect the processes by which they came into existence.

The only sound principle for the classification of archives is the "principe de provenance" with "respect des fonds" as the French call it, or "Het Herkomstbeginsel," as the Dutch term it, or "die Provenienz seiner Bestände," as defined by the Germans. This "principe de provenance" is the system of arranging public archives whereby every document is traced to the Governmental body, administrative office, or institution by which it was issued or received, and to the files to which it last belonged, when these files were still in the process of natural accretion. It has been defined by a noted Dutch archivist as the method of classifying archives according to the arrangement of each document in the collection, and in the series of that collection to which it belonged, when that collection was a living organism.

At the conference of librarians and archivists held at Brussels in 1910 it was resolved "That the 'principe de provenance' be adopted for the arrangement and inventorying of archives with a view to the logical classification of separate documents as well as in the interest of comprehensive historical study." This, then, is the general principle observed in European archives. In 1898 a very useful manual for the classification and description of archives was issued in Holland. Many of its main principles are observed in European archives. It has been translated into German, French, and Italian, and deals with the sorting and description of an archive, and the framing of an inventory, with rules for describing the archives in the inventory.

When the archives have been classified it then becomes necessary to make their contents accessible for administrative and literary purposes. The archivist should prepare lists, inventories, and catalogues, or, to quote the terms met with on the continent, "inventaire sommaire," "inventaire." The "inventaires sommaires" or "repertoire numérique," as the French and Belgians respectively term it (or list of what is in each collection), is the first thing to prepare. It is of first importance and is done with two objects in view: one as a precaution against loss, and the other as a source of information to the archivist and the student. From this, the work is expanded and



particular series are dealt with in more detail. For example, in Belgium, an "Inventaire" of "Chartes et cartulaires des duchés de Brabant et de Limberg et des Pays d'Outre-Meuse"; in France, an "Inventaire Analytique des registres d'insinuations de donations, testaments," etc.; Calendar of State Papers in England. In Holland there does not appear to be a distinction made between an inventory and a catalogue.

## BUILDINGS.

In dealing with the question of the custody and care of archives I made a few references to archives buildings. This is a very important subject and deserves more than passing notice. Endeavours to preserve national records and to establish a high standard of archives administration will avail little unless the documents are properly housed. All countries have realized this, but all have not carried out in practice the principle that records should be placed in a safe depository, where they are entirely free from the destructive agencies to which they are otherwise subject.

The *conditio sine qua non* for the preservation of archives is their protection in fire-proof, well-ventilated, and dry rooms. When these fundamental conditions have been fulfilled, then and only then can the archivist successfully combat destructive forces within or without the archives. The more recent type of archives building has improved markedly upon that of a quarter of a century ago, and this should be borne in mind when the erection of an archives building is contemplated. It should not be designed solely by architects, but the archivist should be consulted on every point. Chief among the requirements in the building are space, security, and convenience. In deciding upon a site for the building these factors must be carefully weighed.

Whatever the size of the building first constructed may be, it will inevitably, at a later date, be necessary to make additions. Thus the site must be such as to admit of enlargements. Its proximity to other buildings, and the possibility of a general conflagration in which it might be endangered, must be considered. Last of all, convenience is a requirement which must receive deep thought and which greatly affects those who use the records. Some maintain that contiguity to the Government offices is very essential, but, nevertheless, in several cases the existing record offices are at some distance from the Government departments, as in London, Paris, and Dresden. The site chosen should by preference be of sufficient size to admit of future extensions to the building, and thus provide storage accommodation for the records of many generations. It should also provide for the entire isolation of the building so as to prevent its being hemmed in by buildings erected at a future date. In most cities, where, as a rule, the buildings are congested, such a site is difficult to find. An alternative, then, would be to look for a position outside the town but accessible by some means of transit, such as train or tram. There should be sufficient ground to allow, not only for future extensions, but to prevent the erection of other buildings, so that there may be a safety belt, as it were, between the archives proper and the nearest private buildings. A good example of such an ideal site will be found in the National Library of Wales at Aberystwyth, which contains some early Welsh records. The buildings (partly constructed)

are erected on a magnificent piece of ground five and a quarter acres in extent. It is situated on a hillside, quite close to the town and easy of access. Failing such a site, recourse might have to be made to a site in the town. In making a selection in that case, the chief considerations should be the security of the building from fire and its adaptability to enlargement. The Hague Archives, while it stands detached, is closely surrounded by other buildings. At the time of its erection a proposal was made to build it out of the town, but this was objected to on the grounds that the distance from the Government offices would be too great. Such an objection could be overcome by telephonic communication. As a rule documents could easily be sent to the offices requiring them.

The question of size, which must be considered separately for each particular case, is a problem requiring great care. If the amount of cubic feet of space occupied by the present archives and all other records of the Government were to be ascertained, this would give some indication only of present needs. Allowance must then be made for future accretions and for the weeding out of a certain proportion of documents before they reach the repository.

The security of the records lies in the building, and there are a number of factors to be borne in mind in deciding upon its construction. Chief among them are immunity from fire and damp; plenty of light and air; economy of space, adaptability to enlargement, and the method of storing, using, and controlling the archives. While the purpose for which the building is being erected should never be lost sight of, it should, as far as its external architecture is concerned, be something more than a storehouse in appearance. It should harmonize with its surroundings. For internal construction we should look to such models as exist at The Hague, Rotterdam, Antwerp, Berlin, Dresden, and Vienna. The fundamental principle of these buildings is that there should be two distinct divisions: the administrative rooms, and the repository, where the books and documents are stored. These two portions may consist of separate buildings connected with each other by means of a covered corridor; or, where space does not permit, they may be portions of the same building separated by a fire-proof wall. The administrative section of the building should make provision for the offices of the staff, a public search-room, library, bindery, rooms for repairing documents, rooms for receiving and sorting accessions, rooms for making photographic copies of documents, a room for exhibiting some of the oldest documents for use by the public, and proper cloak-rooms and lavatories. There should be one main entrance to the whole building, so planned that an attendant may be able to have control over every person entering or leaving the building. If necessary there might be a separate entrance for the staff. The warming-plant should be placed in the basement, but, where possible, there should be a separate building away from the archives proper from which the heat may be generated. This would do away with any risk of an outbreak of fire. (The Welsh National Library.)

There are two types of storage magazines in use. In one the storage is provided for by means of a stack, while in the other the building is composed of a number of rooms of various sizes. The former is the type of building found in the new archives depots in Europe, while the latter system is exemplified in the Public Record Office in London. The term "stack construction" is applied to a

building in which a steel framework, carrying shelves, extends from the floor to the roof and is divided into stories about seven and a half feet in height, each story being formed by a platform running between the shelves and the upright supports. This section of the building should be separated from the administrative rooms and offices by a fire-proof wall and doors. The lowness in height between one story and the next does away with the need of ladders in removing or replacing books. There should be as few walls as possible, so as to economize light, air, and space. As far as possible every part of the building should be fire-proof, including roof supports, floors, stairs, window-frames, etc. Books should be carried to or from the various stories by means of a hand-lift; cleaning and dusting should be done by means of a vacuum-cleaner, and electric light should be installed. The use of electric light is not permitted in the stack in some European archives, e.g. at Paris, Brussels, and The Hague. The danger of fire can, however, be reduced to a minimum by having the wires enclosed in steel casings, and by using outside switches, which permit the current being entirely cut off from the stack. The inconvenience of having no artificial light to fall back upon can be appreciated, especially on dark winter days, but the fear of fire evinced by the authorities at the Archives Nationales at Paris can be fully realized when it is remembered that there the interior fittings are of wood. Various precautions are taken against fire. At the Municipal Archives at Rotterdam there is an iron stairway outside either end of the magazine, which may be used as a fire-escape. At The Hague the windows and glass roof are protected by means of iron shutters, which are easily and quickly closed by hydraulic power. In very little more than a minute the whole building may be rendered immune from fire. The sum total of the idea of having the magazine a separate building and so well protected is in order that it may remain undamaged although the rest of the archives building be destroyed.

The magazine should also be effectively ventilated and heated so as to ensure an abundance of air and an even temperature. At the archives in Rotterdam the amount of air passing through the magazine is regulated by means of an air-pipe running through the depot.

In several of the European archives magazines the platforms or floors consist of iron gratings, so as to economize light, air, and space, as at The Hague, Rotterdam, and Vienna. In more recent buildings these floors are made of concrete or beton. In the library of Haryard University, Boston, U.S.A., they are of glass and of marble. In some depots the floors are alternately made of beton and iron grating; in others all the floors are either of beton or iron grating. In Amsterdam there are no gratings; in Ghent two floors are of iron grating and the top one is of brick; at Antwerp there are no gratings; at the Staats Bibliothek at Berlin there are iron gratings here and there, but most of the floors are of beton. Inquiries as to whether it had been found satisfactory to have an entire stack of iron gratings brought to light several serious objections. The most important of these is that in case of conflagration there would be a tendency for the open gratings to create a strong draught. This would cause the flames to spread rapidly. Secondly, the dust which inevitably accumulates passes down through the grilles, when the books are disturbed, on to the lower floors, while the passing backwards and forwards of

the staff creates a fine dust, which also settles on the lower stories. A third objection raised was that the heat generated through the lower floors passes up through the grilles.

There seems to be some difference of opinion as to whether wood or steel should be used for shelving. One of the largest and most important depositories has wooden shelving, i.e. the Archives Nationales, Paris. In some depots both the framework and the shelves are of steel. Most of the more modern depots are thus equipped, while the Public Record Office, London, has slate shelves. The objection raised by some to steel shelving is due to the fact that it has a tendency to become cold, moist, and oxidized when there is a change of temperature, so that when a leather-covered book is removed from such a shelf traces of the cover are found adhering to the shelf. In time this would greatly damage the book. I was informed that this could be obviated by enamelling the shelves with a suitable material. The opinion was also expressed that the best metal to be used for shelving could only be decided upon by an expert.

At the Cambridge University Library and the Bodleian Library, Oxford, there is a system of rolling book-cases, which afford a marvellous economy of space. Two-thirds of a room-space is occupied by the books and the remainder by the corridors. In comparison to the ordinary fixed stacks the proportion of stack to the corridor is reversed, so that the rolling system doubles the capacity of book storage. These rolling stacks are mounted on ball-bearing wheels, which run on steel joists laid across the room and supporting the stacks just to clear the floor. To obtain access to a volume in any stack, it is pulled out into the corridor by means of a handle on the end upright. The stack in its new position just fills the corridor, and when the volume has been selected, from either side, it is pushed back into its place with perfect ease.

As regards the dangers of destruction by fire, an official, who had drawn his experiences from a big conflagration at the Archives at Albany, New York, expressed the opinion that, while wood undoubtedly helps to feed the flames and to spread the fire, it is preferable to steel for this reason, that it burns away and allows the books to fall in a heap, where the upper volumes protect the lower, whereas, in the case of steel shelving, every volume is fully exposed and more likely to be entirely demolished.

A second lesson drawn from this fire was the fact that elevator shafts, booklifts, heating and ventilating flues, and other passages leading from one floor or room to another played a serious part in spreading the conflagration. The ill-effects of such flues were particularly noticeable in the manuscript-room, where everything in their immediate vicinity was totally destroyed, and where, more than forty-eight hours after the outbreak of the fire, the draught from a hot-air register so fanned the flames in a pile of smouldering débris that it was necessary to apply the hose repeatedly.

## REPAIR AND DESTRUCTION.

*Repair.*—Attached to all archives offices is a bindery, in which documents are restored, repaired, and bound. This is a very important adjunct to such an establishment, especially in the older countries, where very old documents come to light in a decayed condition or have been spoilt by damp and mildew. As a rule, in addition to the workmen who do the ordinary binding, there are two or three experts

in repairing parchment and paper documents. This work requires a thorough knowledge and long experience of the art.

The restoration of vellum documents has not the same interest for South Africa as the paper ones, since few of our records are of the former material. In general, the principle of repair is the same in most countries, but there are divergences of practice. It is recognized that documents which are liable to be destroyed by handling have to be strengthened and patched up, so that they may survive the future ages and the touch of the worker.

The repair of very old and irreplaceable documents is a matter for the man with trained hands. He who tries his hand at such a document, before he has gone through the school of experience with less valuable ones, will ever regret having taken the risk. Many problems of repair work crop up from time to time, and the worker will always find a new one confronting him. I saw some of the finest repair work ever done; and some which the workman evidently had executed more as an exhibition of his workmanship than for practical purposes. In other words, instead of the documents being repaired so as to minimize the risks of further injury, they are so skilfully mended that only the practised eye can detect that any repairing has been done. In large binderies there is so much general repairing to do that there is little time for the workman to indulge in such refinements of his art.

A document with writing only on one side is repaired with crepeline on that side and with Japanese paper on the other. Only in cases where the page is weak in several places should the whole page be entirely covered with the crepeline, as is done at Rome. Silk is extensively used in the Vatican Library. The authorities state that experience has proved that it is better than the Japanese paper.

At The Hague, where parts of the damaged paper are wanting, they are supplied by a piece of old paper as similar as possible to that which is being repaired. For this purpose the Japanese paper is most commonly used, while an oil-paper is used for the edges, and a thicker kind to strengthen the side on which no writing appears.

Not only are different kinds and qualities of material used, but also different substances are employed for making the materials adhere to the documents. At London, Berlin, and Washington fresh flour or meal paste is used, which is obtained in canisters, and, if kept well closed, will last for years. The latter, they claim, does not become sour, has no smell, and is poisoned against insects. At Rome meal-paste is only used for the Japanese paper, and an extra fine gelatine for the crepeline. The latter has the advantage of soon becoming absorbed in the paper, whereas the paste does not do so at once, and when the document is hung up to dry it is inclined to run. In countries where insects are found in books, poison is used in the paste. Suggestions as to a suitable poison-paste have been made. Some archives use corrosive sublimate (Rome).

The actual work of repairing the documents is done on the general principles followed by bookbinders. This, however, entails a special knowledge of the documents to be restored and the material to use. There are wrinkles to be picked up which only come by constant practice, and which, in course of years, make a workman an expert in this particular line.

Broadly speaking there are two methods of repair. One is to place the sheet requiring repair between two pieces of fine gauze with

paste, and the other is to immerse the paper in Zapon, a sort of liquid celluloid. The first may only be employed in repairing paper, whereas the second is used for vellum documents as well. It is said that the use of gauze was first tried at the Vatican Library in Rome. There does not appear to be absolute uniformity in the use of these two methods. Zapon is extensively used in Germany. Dr. Posse, of Dresden, has made a number of experiments with it. In other countries it is not used much, and inquiries at The Hague and Rome show that it is not in use there at all. Different names are given at various places to the gauze used. Some use crepeline (Washington, Rome), chiffon (University Library, Cambridge), also the trade name in Washington, *crêpe-de-Chine* (Brussels), and what the Record Office in London calls *mousseleine-de-soie*, which is used at the Laurentian Library in Florence. As the designation differs, so does the quality. In Congress Library, Washington, the crepeline is a mixture of cotton or silk gauze (or fine, mercerized, bolting cloth). The quality of some of the material is very poor; the meshes are large and the strength very weak. The silk crepeline is at present very expensive, and no doubt many countries have to take this into consideration. Both at the State Archives and the Vatican Library, Rome, a strong fine silk crepeline made in France is used. It gives a very fine result.

Another material largely used in the repair of documents is a thin, strong transparent paper. The strongest and at present most difficult to obtain is Japanese paper. The Italian people have managed, after experiments, to make an imitation of this, which has proved as good as the original. In some places this Japanese paper is used in place of the silk mesh, which is only used on very valuable paper documents. At others it is used to strengthen the edges preparatory to covering the documents with the crepeline (Rome).

Regarding the use of Zapon, I do not think I need enter too deeply into the subject. This is a preservative consisting of a solution of introcellulose (gun-cotton), with or without the addition of camphor, in acetate of amyl, to which a small amount of acetone has been added to increase the solubility. This process was first advocated as suitable for preserving and renovating manuscripts at the International Conference of 1898, held in Switzerland. It is employed in some of the European archives. Its use is to prevent the further decay of the document, say, from age or damp, and to strengthen it. One objection to its use is its inflammable nature, but it must be applied thinly, so that no film rests on the paper.

At Brussels I saw delicate paper treated with Zapon by being hung on a line and sprayed with this solution. The document was too fragile to stand the brush with which it is usually applied. I was informed that a document prepared with Zapon could be laid in water for twenty-four hours or a week without any danger of its deteriorating.

At the Conference of Librarians and Archivists, held at Brussels in 1910, an interesting paper was read by Mlle. Elise Samuelson, of Sweden, on the restoration of old documents with "Kitt," which is a durable and transparent gelatinous substance which, when reduced to fluidity, is spread on the document. It can be used for a paste as well as for a covering. She described the various methods of applying this. The use of various substances such as Zapon, Kitt, Neu Zapon (a non-explosive cellulose acetate), Cellit (recommended at

Berlin), is a subject which has received the attention of European countries. They are not yet in universal use, and scientific experiments are being made from time to time.

The effect of an attempt to strengthen faded ink will only be temporary. Many suggestions have been made. The document may be treated with hydro-sulphuret of ammonia, as at Washington and Belgium, or with tincture of iron and gallus (Berlin).

*Destruction of "Valueless" Documents.*—The question of the destruction of "valueless" documents is one which must be approached with great caution. A certain amount of weeding has to be done among departmental records so as to get rid of papers which can never be of any use, and thus give more space for other more important papers; but this should only be done after certain requirements have been carried out. When it has been decided to destroy papers proper precautions should be taken to make the destruction effectual. This is very essential, since it is undesirable that documents which have been certified as having been destroyed should remain in circulation, and perhaps fall into improper hands and be used as materials for forgeries. It is reasonable to suppose that no building would be big enough to contain all the valueless material which, were no means taken to destroy it, would accumulate in course of years. There is a direct gain of space by this means, and the more valuable records of each department are thus made easier of access.

In England the matter of the destruction of valueless records is left in the hands of a committee, who are officials of the Public Record Office. Where records of a department are under consideration, a representative of that department is added to their number. This committee goes carefully into the classes of documents selected after a preliminary examination has been made by a section of their number. Those records which, *prima facie*, appear worthless, are submitted to the whole committee. Specimens of each class of documents are personally inspected by all the members, and they make a comparison with other classes which contain the same information. Should they not decide unanimously in favour of the destruction of certain documents the benefit of the doubt is given to the documents in question, and they are preserved. Their resolutions are set forth in a schedule giving their reasons for the destruction. In a large number of cases the reason is found in the circumstance that the information is to be obtained in other classes of records which are preserved. The schedule is signed by the members, and in the case of the records of a Government department being considered the representative also signs. This document is submitted first to the head of the department for his approval, and after that to the Master of the Rolls. The schedule is finally laid before both Houses of Parliament for a period of four weeks, during which time any Member of Parliament can make objection. It only becomes operative after the period of the four weeks has elapsed.

On the Continent many countries are rather reluctant to destroy any of the ministerial or departmental archives. They do not care to run the risk of destroying papers which may become useful for legal and historical purposes. In France there is as much reluctance shown as in Holland. In the former country, before a decision is arrived at, every document is scrutinized, and specimens of the classes of documents destroyed are preserved. A responsible officer is present

at the actual destruction. The central administration and the Archives Nationales decide on the destruction of useless papers which are not prescribed by law. This can take place at the time the papers are brought in or at stated times afterwards. The Minister of a department has to give his consent, and, in addition to this, the matter is submitted to the Commission Supérieure des Archives, where many historical and literary interests are represented. At The Hague, as in other Dutch archives, there is an official aversion to destroying any ancient document in order to gain space. Royal Decree of 1919 has laid down the rules by which documents can be destroyed in Holland. It refers to papers in the archives and also outside a depository. The consent of the General State Archivist is required when it is proposed to destroy papers under their control but not in a depository. It is necessary to obtain the Royal sanction before destroying papers of high colleges of state, and the ministerial consent is required for other departments. In Vienna and Brussels there are no rules for destruction, and in Berlin the destruction takes place in the presence of an official. Italy, like most of the other countries, is not so ready to destroy. Recent documents are weeded out, but every case for destruction is judged on its merits.

#### ADMINISTRATION AND STAFF.

In England the Master of the Rolls is merely the nominal custodian of the public records, but the actual control over the entire administration is vested in the Deputy-Keeper. His staff consists of a Secretary to the Public Record Office, assistant keepers, and clerks, with a number of supplementary clerks. The subordinate staff consists of attendants, messengers, and porters.

At The Hague the Algemeen Rijksarchief comes under the Minister of Education, and at the head is the Algemeen Rijksarchivaris, Chief State Archivist, with other archivists each in charge of a particular division of the records and documents, with clerks under them. He has authority over the provincial archives, each of which is under a Provincial State Archivist and staff. The provincial archivists report to the Minister through him, and he makes an annual inspection of their archives. The scientifically trained officials are divided into first and second grade. Those who hold a doctor's degree or diploma from the archives school and have served a year in a recognized archives office are placed in the first grade. Those who hold a diploma from a school, the subjects for which embrace the beginning of archive economy, knowledge of old writing, and outlines of Dutch history and institutions, are placed in the second grade.

The head of the Archives Générales du Royaume in Brussels is styled the Archiviste-Général, who has under him "chefs de section," each charged with the special care of a particular division of the records and documents, as in Holland. The heads of sections put in order and inventory the collections which are respectively assigned to them. They also make researches into documents required by public authorities. In addition to this large central depot there are other smaller provincial depots, entitled "Archives de l'état dans les provinces." The latter, as in Holland, come under the general control of the chief archivist, who inspects them annually and reports to the Minister of the Interior as to their condition, and makes such suggestions as he thinks necessary to accelerate the classification of these depots and for their preservation. Les Conservateurs, or provincial



archivists, are subordinate to the Archiviste-Général, with whom they exchange a regular correspondence. They report to him yearly on the work done in the depots under their charge and the state of these archives; not as in Holland, where the provincial archivists report direct to the Minister, which report, however, passes through to the chief of all the other state archives. The directors of the provincial staff usually consists of a conservateur-adjoint, with a couple of clerks and a concierge.

The Archives Nationales, Paris, is under a Director. The archives are divided into sections; the one is "la section ancienne," comprising the records before 1790; the other is "la section moderne," relating to archives after 1790. In charge of each of these sections is a conservateur, with two conservateur-adjoints. The secretariat has the charge of collections and publications of an official nature, and also serves as an official centre for the "Archives Départementales," "communales et hospitalières." The general staff consists of archivists, who are graded in classes, and clerks. In Prussia a chief archivist controls the general state archives, and is chief of all the other state archives. The directors of the provincial archives correspond with the Minister through him, and they report to him. In Austria-Hungary, besides the principal archives, are the K.U.K. Haus Hof und Stadtsarchiv at Vienna, and in this city each ministry has its own state archives. In the provinces the directors of the state archives correspond direct with the Minister.

The question of the training of the staff of an archives is of great importance, and the matter is one which has received great attention. As a general rule throughout Europe one finds that all places demand some necessary qualification from those who intend joining the staff, and they have even to undergo a technical training for their profession, extending over a period of several years. In the Public Record Office the system appears to be to secure men who have had a general education and give them their special training after they have entered the service. The method of training amounts to this: that a man learns his work by doing it under the superintendence and with the help of his senior colleague. There appears to be a conflict of opinion as to the result of this system. The Deputy-Keeper, who is satisfied with it, said in 1911: "I do not want a man to go up specially for the record office. We prefer to have a man whose first wish is to be in the Civil Service. . . . I should like to emphasize that I do not want the staff recruited from a small group of men who may have gone through a special course of training without having proved their capacity otherwise." Other evidence given at the same time in connection with the Public Record Office emphasized the opinion that a man should have a good classical education in the first instance, but that this should be supplemented by special training in the subjects required for the work of the office. The Commissioners on the Public Records of England and Wales, in their report of 1911, expressed the view that the staff, with certain marked exceptions, did not possess the reputation of being historical students of proved competence, as might have been expected of men constantly engaged in handling original materials of so much interest. They came to the conclusion that the fault lay in their subsequent training, or in the disposition of the work of the office. They did not advocate such a specialist training for candidates of the record office as existed in certain foreign countries. On the

Continent, they point out, archivism is a profession, and opportunities in this branch of study are sufficiently numerous to justify a considerable number of individuals each year in preparing themselves specially to enter it. They were of opinion that the selection of candidates by Class I of the Civil Service examination should be continued, provided that an adequate knowledge of French, Latin, and history were insisted on, but it was essential that when the candidate was appointed to a post in the Public Record Office he should undergo a special training for a period of not less than a year in some university. Such training should include mediaeval Latin and French, the history of legal institutions, mediaeval legal practice, palaeography and diplomatic, and especially the methods and tools of research. Before entering Register House, Edinburgh, the candidate must pass an examination specially set by the Civil Service. Before he can enter for this examination he must show satisfactory proof that he has served five years in a conveyancer's office, or three years if a university graduate. The legal training seems very necessary on account of the fact that the greater part of the records are of a legal nature.

On the Continent it is usual for candidates who seek employment in the archives to go through a special training or show proof of possessing a special knowledge. In France the prospective candidate must go through a three years' course at the *Ecole des Chartes*. Admission to this famous institution is open to graduates under thirty years of age, and after an oral and written examination has been passed. They must have a knowledge of English, German, Italian, or Spanish, and a knowledge of other languages counts to their credit. The course of study is as follows: In the first year the student takes palaeography, philology (romance), and bibliography, including library economy. Diplomatic history of the political, judicial, and administrative institutions of France, the sources of the history of France, and archives economy are taken in the second year. The third year's study embraces history of civil and canon law, mediaeval archaeology, and the sources of the history of France. The latter subject is taken in the second year also.

In Belgium, as in France and Holland, the archivists in charge of the state, provincial, or departmental depots are members of a special branch of the Civil Service. In Belgium there is no special institution for training archivists, such as the *Ecole des Chartes*, but those who wish to enter the archives service must pass a practical and theoretical examination. The candidate is exempted from the theoretical examination if he holds a regular degree. The theoretical examination consists of mediaeval, modern, and internal political history of Belgium, and mediaeval and modern institutions. In the practical examination any one of the following languages, German, English, Spanish, or Italian; palaeography, and diplomatic with a knowledge of chronology, sigillography and heraldry, mediaeval Latin, old French and old Dutch, modern Dutch. While there is no school for archivists the candidate gets his preparation at the university, which gives a special course to embrace these requirements. One of the doctorates conferred by the university is that of history. In 1919 a further requirement was imposed, that is, a six months' course of archival economy, which includes a practical and theoretical study. The Archiviste-Général seems quite satisfied with the present system.

Last year an "Archief School" was established in connection with the State Archives at The Hague. The Chief State Archivist is the Director of this institution, which gives instruction in archives economy, palaeography, diplomatic, chronology, history of mediaeval and administrative and judicial institutions during the Republic and later times, and history of mediaeval church institutions. The German authorities also require a course of study from the aspiring archivist. This covers a period of about four years, and includes a knowledge of subjects similar to the above countries. Before the aspirant receives an appointment he works voluntarily and undergoes a verbal examination after the first year before a commission consisting of the Chief State Archivist as president and four university professors. If he passes he receives a certificate, which gives him, however, no right to an appointment. If he fails he may try only once more, six months later. In Bavaria the authorities require a doctor's diploma in history, law, or philology, and voluntary service in the archives for three years. As in Prussia, the candidate is examined before a commission, but in this case consisting of the Chief State Archivist and two archivists appointed by the Minister of the Interior.

In Austria-Hungary a preference appears to be given to an historical training over a legal one. But the diploma is not sufficient, and a further one has to be passed at the "Institut für Oesterreichische Geschichts forschung." There is no archives school in Italy. The candidates are appointed on a more general or less technical examination. Attached to each archive there are means by which he can learn palaeography and archives economy. At the university he has lectures on palaeography.

## PUBLICATIONS.

When the archives of a country have been properly preserved, arranged, and listed or inventoried, it becomes the duty of the administration to make these accessible by publication. There are, broadly speaking, two classes of publication. The first class should be undertaken by the archivist and his staff, the second by a board or commission. In the former are included lists, inventories, and catalogues which are prepared by the officials in order to make the contents of the archives available for consultation. The latter should include the publication of records produced *in extenso*, or at any length, and also documents preserved in other repositories. In Europe and Canada this is the general principle in vogue. In their report, the Commissioners on Public Records in England recommended that a separate authority should be appointed to select and supervise the publication of records other than lists, inventories, and catalogues. This board should be entrusted with the responsibility of appointing editors, and of giving instructions as to the scope of the publications.

In Canada "The Historical Documents Publication Board" undertakes the publications of the archives. It consists of the Dominion Archivist and four other members. The chairman is paid a salary and gives his whole time to the work. The necessary expenses in connection with the duties of the board, such as clerical assistance for the copying and translating of documents, travelling expenses for members of the board, the printing of the volumes issued,

etc., are provided for out of the money available for those purposes in the Department of Public Archives. The excellent publications of the "Commissie van Advies voor 's Rijks Geschiedkundige Publicatien" are known not only to the Dutch students but also to others. The objects and activities of this body are as follows: The commission consists of ten leading scholars in history, appointed by the Government, to whom nominations are submitted when a vacancy occurs. Three or four times a year they meet at The Hague, at the State Archives Office, where the Director and his staff carry on their work. They receive no remuneration except while travelling and attending at The Hague. The task of the commission is to plan historical publications and to supervise the carrying out of their suggestions as to the material to be printed when once these have been sanctioned. Not only do the members compile a list of what is to be published, but they receive and discuss suggestions from outside sources. All suggestions as to suitable material for publication are laid before the members and fully discussed and investigated. A report and recommendation is then submitted to the Minister of the Interior. Nothing is printed without his sanction. To make the editing of the publications as uniform as possible, "Regels voor het Uitgeven van Historische Bescheiden" of the Utrecht Historical Society are followed. Rules for the worker have also been drawn up. To carry out the work of this commission there is a director, two under-directors, two scientific assistants, and a private secretary for the director. Three lady copyists assist in the transcribing of the documents. To meet the expenditure necessary for this staff, the budget for 1921 is twenty-five thousand guildens, and for printing, etc., thirty-three thousand nine hundred guildens. The editor or author of a volume brought out by this commission receives an honorarium of six hundred guildens. About four volumes of considerable size are issued annually.

The publications of the Belgian Archives consist chiefly of lists, inventories, and catalogues. The publication of collections of state papers, charters, chronicles, and other materials for the study of history is undertaken by the "Commission royale d'histoire de Belgique," or by the "Academie des Sciences et Belles Lettres." The functions of the former are somewhat similar to those of the Dutch Commission. The members consist of scholars of history. In 1896 a series of "Instructions pour la publication des textes historiques" was issued and has been used as a guide in editing and publishing documents. In France the publication of historical documents is undertaken by the "Comite des Travaux Historiques et Scientifiques."

In Saxony there are two state bodies which undertake the publication of material partly or wholly drawn from the records in the state archives. The "Codex Diplomaticus Saxoniae" is published under the direction of the Chief Archivist at Dresden. He is also a permanent member of the "Sachsische Kommission für Geschichte," to which various archivists are appointed.

## PUBLIC USE.

*Admission.*—A number of record offices make it necessary for a student to obtain a "student's ticket" or "reader's ticket" to enable him to use the documents in the search-room. In some

countries there are certain formalities to be observed prior to being allowed to enter the reading-room. This seems but reasonable, as there must be a check on those who come without any special object and waste the time of the staff as well as take up room which might be used by the genuine searcher. While the requirements for obtaining admission are exacting in some places, they are not so stringent in others. The general method of obtaining the necessary permit is by means of a written application supported by a reference or certificate, and, in the case of a foreigner, an introduction from the applicant's embassy or legation. This system is adopted in London, whereas in the archives in Holland and Belgium the student simply attends at the search-room, inscribes his name in the register, and commences work. The Public Record Office in London demands an application to the secretary on the form supplied, and for foreigners an introduction from their respective embassies or legations. The Department of Manuscripts in the British Museum requires an application to the Director, stating the profession or business and the *particular purpose* for which the applicant, who must be over twenty-one years of age, seeks admission. This application must be made two days at least before admission is required, and must be accompanied by a written recommendation from a householder (hotel proprietors or boarding-house keepers cannot recommend their lodgers), certifying that the applicant will make proper use of the students' rooms. The Director can refuse admission or submit the case to the trustees if such recommendation or application is unsatisfactory. At the Principal Probate Registry at Somerset House, Department for Literary Inquiry, application must be made to the President of Court, accompanied by a satisfactory certificate. The National Library of Wales at Aberystwyth requires the same formalities as the British Museum.

On the Continent similar rules exist. At Vienna a written application must be made three days before admission is required, and, should this be refused, an appeal may be lodged with the "Toezichtsraad." The use of the Berlin Archives is a privilege accorded in general to every German subject. Students submit a certificate from an academic professor. The President of the State Ministry must sanction the application of foreigners to consult the records. On entering the search-room of the Secret State Archives in Berlin, each fresh student must apply to the official in charge of the room, and receive instructions as to the regulations for the use of the records. He must then pledge himself with a handshake to observe these regulations.

On first attendance at the reading-room in the archives at The Hague, the student must enter in a register his name, address, occupation, the subject regarding which he intends making inquiries, and his signature. The regulations permit the printing and publication of the archives searched provided that the student submits to the general and tacit conditions, namely (*a*) that he holds himself responsible for that which he publishes, (*b*) that he will be bound to present to the depot where the archives he uses are kept one of the copies of the work, (*c*) that the Government retains the right to cause the same documents to be again printed and published. In order to ensure the observance of these above regulations the searcher has to sign a register in which is a copy thereof—to declare therein that he will abide by these. No one is allowed to use the archives before he has signed this declaration. Should the keeper of the

archives consider it necessary to refuse any applicant permission to inspect documents or make extracts, he must state his reasons for so doing to the applicant, who may then appeal to the Minister of Education, Arts, and Sciences.

Permission to use the reading-room at the Archives Nationales, Paris, must be obtained from the Director. To consult the archives of Foreign Affairs the student must apply to the Minister, stating accurately the object of the research and submitting references when necessary. Applications by foreigners to consult the archives of the Foreign Office or War Office should be presented or recommended by the Embassy or Legation of the country to which they belong. War Office archives are open to 1848.

At Ottawa it has not been thought necessary to adopt the stringent regulations regarding access to documents and hours for work which European record offices have been obliged to enforce. The result has been that students of Canadian history have made their archives a veritable Mecca.

To use the archives of the Department of State at Washington, D.C., U.S.A., application by letter must be made to the Secretary of State. The applicant has to describe as concisely as possible the papers he wishes to consult, the scope of the examination contemplated, and the period for which he wishes to avail himself of the permission.

The hours of work vary in different centres, but most places make a provision by which records are fetched only up to an hour before the office closes. In the Public Record Office the search-room is open every day from 10 a.m. to 4.30 p.m., and on Saturdays to 2 p.m., with the exception of Sundays and the first Monday in August. At the British Museum the students' room is open from 10 a.m. to 5 p.m. every day except Sundays and the first four weekdays of March and September. At Brussels the reading-room is open from 9 a.m. to 6 p.m., except Sundays, but documents are not fetched after 3.30 p.m. At Dresden the hours are from 8 a.m. to 3 p.m., and at Berlin the archives close an hour later. The hours at The Hague are the most favourable, i.e. from 9 a.m. to 5 p.m., and from 7.30 p.m. to 10 p.m. On Saturdays the archives are closed from noon to 1.30 p.m., and no documents are fetched. In other Dutch archives the hours are generally from 10 a.m. to 4 p.m. In Paris the reading-room is open from 10 a.m. to 5 p.m., but documents are only fetched for readers between 11 a.m. and 4 p.m. By a decree of 1887 the Minister is empowered, upon the advice of the Director, to permit the extension of the hours from 9 a.m. to 6 p.m. No books are fetched subsequent to an hour before closing for this reason, that as no artificial light is used in the depots it is difficult to find the volumes, especially during the dark winter days.

*Search-rooms.*—One of the objects in view in assembling records in a special building is to make their contents accessible to students. In order to permit them to carry out their searches it is very necessary that they should have some place where they are able to work undisturbed. All archive establishments have such a search-room, and this is used exclusively for that purpose. In most places the room is properly heated and adequate lighting provided. In those places where no artificial lighting is permitted, as at Paris, the hours are very short in winter. In the search-room the student is given a table to work at, and has the inventories, catalogues, and calendars at his

disposal. After he has found his requirements in these, he fills in the form provided and hands it to an attendant, who brings him the volume from the depot. Everything is done in silence, and this rule has to be strictly observed by every one working in the room. The search-room is in charge of an archives official, who sits on a raised platform at one end of the room or at the side, as at Paris, so as to have a general survey of what the workers are doing.

In the Public Record Office there are three search-rooms: the literary legal, and Government departments respectively. In all the search-rooms in the big archives centres of Europe there is an officer in charge who manages the room and sees that the established regulations are adhered to. In addition to this officer there are attendants who fetch the volumes required. Every person making use of the search-rooms for the purpose of consulting the records or indexes of the Public Record Office has to write his name and full address, daily, in the attendance-book kept for the purpose. At the Probate Registry, Somerset House, such an attendance-book is kept.

The use of ink in the search-rooms appears to be universally allowed. In the literary and legal search-rooms in the Public Record Office the use of ink is prohibited, and the inquirer at the Probate Registry, Somerset House, is informed that he will not be allowed to *use ink in making extracts*. In these rooms rolls and unwieldy documents, like Chancery Proceedings, which are of great length, are searched. Some of the search-rooms are provided with heavy solid inkstands, so made that if capsized the contents will not spill, e.g. in the students' room, British Museum, and at The Hague. In one place the ink-wells were let into the table, as in a school desk.

At the Vatican Library in Rome the regulations provide that the manuscript or the page with which the student is working must not be touched with the hand in which he holds his pen, nor must he put the manuscript between the inkstand and the paper on which he is working. It would seem that danger from ink may be overcome by insisting on the use of bookrests, such as are seen in the London offices, at the Vatican Library, and in Belgium, Holland, etc.

To enable the student to find the record he wishes to study, he is provided with lists, indexes, calendars, or some other means for giving him the "key" to the collection. Such lists, etc., are usually found in the reading-room. When the reader has found the volume or document he requires he fills in a printed form, writing on it the reference number of the book. He signs the form and hands it to the officer in charge, who enters the particulars in a register and passes it on to one of the attendants to have the volume fetched. At The Hague no slip is filled in, and the attendant is communicated with verbally. At the Archives Nationales in Paris the student on his first visit presents himself at the Bureau des Renseignements, open daily between 11 a.m. and 4 p.m. In this bureau, which is in charge of one of the archivists, are all the inventories and catalogues relating to the contents of the archives. In the "*Salle de Travail*," or search-room, are the printed volumes of inventories and lists of archives other than the Archives Nationales, both of France and of other countries. The student is requested to fill in a "*Bulletin des Recherches*," in which are entered, on the right-hand side, his successive requests; on the left are copied the replies of the archivists charged with researches, giving the reference number of the records

or other information. This bulletin, which is numbered, is reserved for the use of the applicant, and is supplemented, as occasion requires, by new leaves. By this means the student can ascertain at what date he made a demand and what he has successively consulted. As long as he continues coming to the "Salle de Travail" this bulletin remains in the hands of the president of the "Salle," who hands it to him for each new request to be entered. If he does not come to the Salle for several weeks his bulletin is taken back to the Bureau des Renseignements, where it is filed for future reference. This bulletin, which the searcher has signed, is passed on to the different sections of the archives; the chief of the section in which the documents of the stated period are kept decides whether to produce at once the documents asked for, or, as is the case with requests affecting several series of documents, whether it is necessary to commission an archivist to search inventories not at the disposal of the public, and portfolios containing documents too modern or too confidential for unrestricted communication. In the first case he puts "Vu pour communication," and the applicant may have the portfolios and bundles the same day; in the second case he puts "Vu pour extract," and the applicant is requested to allow the staff the time necessary for an effective search. The result of the search, signed by the archivist charged with it, is transcribed by the president of the "Salle" on the left side of the bulletin and given to the applicant. In the last resort the director of the archives examines, and approves, if necessary, the decision of the head of the section.

*Handling of Records.*—The handling of records by the public is a subject which causes the archivist some anxiety. In old countries, where the national documents date back many hundreds of years, every precaution is taken to preserve them from rough usage by the public. All archives have regulations dealing with this matter, and by these rules the worker in the search-room is bound. Restrictions are laid down limiting the number of documents a searcher may have at one time. Except by special permission the Public Record Office allows only two register books to be produced at the same time. The archives of Foreign Affairs in Paris permits students to have five books at a time, while, generally, the Archives Nationales allows only one "dossier." In Berlin simultaneous application for a great number of documents is not allowed. In the London Record Office records and documents of exceptional value and those in fragile condition are produced singly, or subject to such conditions as the officer in charge of the room thinks requisite for their safety and integrity. In general, the restrictions to be found in vogue in most places prohibit the searcher from leaning upon any record, document, or book; from placing on them the paper on which he is writing, or from writing on or marking the documents in any way, either in pencil or ink. The last is considered a serious breach of the rules. According to the rules of the Berlin Archives the student may forfeit his right to use the search-room for failing to observe this rule. In the British Museum the searcher is specially warned to avoid placing his hand on the page before him, nor may any person wearing gloves handle the records. In the manuscript department of the Vatican Library the regulations which are shortly to be issued provide that in case a reader wants to follow with his finger the passage he is copying, he must put a slip of paper under his hand, but his bare



hand must not rest on the manuscript. Should the reader stain the manuscript he must report the matter to the Prefect; and, also, should he see a stain of recent date he should report it, so as to clear himself of the responsibility. No archives establishment allows tracings of records or documents to be made without permission. The Archives of Foreign Affairs in Paris only allows the use of a soft-lead pencil for this purpose, and the paper must be a vegetable paper gelatined. The Vatican Library demands that a sheet of gelatine be placed between the tracing-paper and the document.

A very necessary injunction found in most places is the prohibition against the removal of any document from the search-room or the building except by specific permission, e.g. Public Record Office, London, and in the archives in Holland, Germany, and France. At Vienna the worker makes a declaration on his word of honour that he will not remove any document out of the archives, and will only examine those given to him. In the Berlin archives no searcher may hand to any other student the documents, or any part of them, which have been handed to him, and he may only investigate those records for the purpose for which he obtained a research permit. If he desires to extract other information from the volumes, which he may wish to make public or to pass on to others, he must obtain a special permit to do so. To prevent the removal of any papers belonging to the archives, the French archives maintain a strict supervision over the student when he leaves the building. He is given a *laissez passer*, or permit, signed by an official, stating what bag, portfolio, or book he is carrying out. This permit he presents to the *concierger* as he passes out. The officer in charge has the right to examine the portfolio or bag of any searcher before handing him a permit, and the porter is instructed not to allow any person to pass out without one. The regulations of the Archives of Foreign Affairs lays down that "no one will be permitted to leave the search-room with a book, note-book, or portfolio without a permit signed by the supervising officer, who must satisfy himself that these objects contain no paper belonging to the archives office. To this end note that books and portfolios should be presented open on departure." As long as the student has the volume out in his name he is responsible for it, and this responsibility does not cease until he has handed it back to an official and received in return the ticket referring to it. (Compare the Public Record Office and British Museum.) The rules of the

- Foreign Office, Paris, state that the condition of the documents handed back by workers must be verified by the officials of the department present in the search-room.

The more modern type of document in foolscap size, generally found bound in volumes in most repositories, is not so difficult to handle, and its misuse may to a large extent be guarded against by means of bookrests. In most large repositories these rests are provided in the reading-room, and in several places their use is insisted upon. (British Museum.) This reduces the possibility of the reader leaning upon the book or placing another volume on top of it. Clips with the prongs suitably covered with soft leather, such as chamois, are used for keeping the volume open. This obviates the pages being fingered more than is necessary. In Register House, Edinburgh, a simple but effective means is a cord with a light weight fastened to one end, while the other end is attached to the rest; passed lightly over the page it keeps it steady, and the volume open.

Every well-equipped archives depot has a library of representative books to assist the student in his researches. At several places its use is confined solely to the official staff. In some places the worker is not entitled to demand the use of any book which he may desire to consult in connection with his inquiries, but he is permitted to do so as an act of grace. In the Berlin archives the searcher may not enter the reference library, but if he desires to consult any of the books he should apply to one of the assistants. In the Department of State, Washington, D.C., U.S.A., the student may only make use of the library by means of an independent request. Other centres are extremely liberal, and give students every facility in the use of their libraries.

*Photography.*—Most archives have some means of photographing documents. This department of work is highly necessary, for, in addition to providing copies for the public in the search-room, it gives those living at a distance an opportunity of examining facsimiles of documents they may desire to consult. It has this advantage, that copies of extracts can be made more accurately, more quickly, and with less expense by photography than by hand. In the modern archives buildings provision is made for a separate room or rooms for having papers copied by photography. In some depots, while there is no official photographer attached to the staff, all facilities are given for copying work. Among the several copying machines seen the one that struck me as most satisfactory was the "Photostat," manufactured by the Kodak Company, of Rochester, New York. I saw it several times in operation. It is used throughout the United States, and most libraries and archives establishments own a machine. At the Dominion Archives, at Ottawa, and at the Public Record Office, London, a "Photostat," is installed.

*Description of the "Photostat."*—The "Photostat" is a large camera, furnished with a special lens. The focussing is done mechanically, and the subject to be copied is photographed directly on to sensitized paper, which becomes the finished print. Thus the print is an exact facsimile of the original, except that the colour values are reversed, that is, black becomes white, and vice versa. This negative copy can be used for all working purposes, but, if desired, any number of positive prints can be made from it. Precision in focussing is obtained by means of graduated scales. The sensitized paper on which the document is photographed is a continuous roll contained in the camera body. This paper has an emulsion coating which is hard and unaffected by the heat. It is tough, and will stand a great deal of handling without tearing. When the exposure has been made the part used is cut and rolled off. It is then passed into the developing bath. All this is done by mechanical means. When the print has been sufficiently developed it passes to the fixing solution by means of rotary paddles operated by a handle on the outside of the tray. The whole process, from the exposure to the drying of the print takes but little time, and a more exact copy is produced by this means than can be obtained by any other. The photostat can be used for copying a variety of work. Documents of all kinds, pencil and pen-and-ink drawings, sketches, blue prints, maps, tabulated lists of figures, book prints, etc., can all be copied with little trouble and absolute accuracy. This process eliminates tracing and supersedes hand-copying. One of the many advantages to be derived from it is that subjects in colour or a combination of colours

can be copied by the "Photostat," the print being in greys and black, according to the relative light values of the original colours. This enables it to be used for reproducing typewritten matter, blue prints, stained markings, seals, coloured fabric designs, and wall-paper designs. The machine can make copies in the original size of the document or in a reduced size, according to what is required.

## APPENDIX.

### A LIST OF SOME OF THE MORE IMPORTANT EUROPEAN AND AMERICAN PUBLICATIONS ON ARCHIVAL MATTERS.

#### BELGIUM.

- Les Archives de l'Etat en Belgique. 1914.  
Les Archives de l'Etat en Belgique pendant la Guerre. 1914-1918.  
Manuel pour le classement et la description des archives. Traduction française et adaptation aux archives belges. Par J. Cuvelier. 1910.  
L'Education des Archivistes. J. Cuvelier. 1909.  
Revue des Bibliothèques et Archives de Belgique. 1908 and 1909.  
Actes du Congrès International des Archivistes et Bibliothécaires à Bruxelles en 1910. Par J. Cuvelier et L. Stainier. (The papers read before the Congress are published in this volume. Many of those dealing with archival matters are interesting.)  
Annuaire des Archives de Belgique. Leo Verreist. 1913.  
Instructions pour la publication des textes historiques. 1896.  
Het Nieuwe Staatsarchief te Antwerpen. Archievenblad No. 2, 1908-9.

#### CANADA.

- 2 Geo. v., Chap. 4. An Act respecting the Public Archives. Assented to 12th March, 1912.  
Report of the Royal Commission appointed to Inquire into the State of the Records of the Public Departments of the Dominion of Canada. Ottawa. 1914.  
Reports of the Dominion Archivist.  
A Guide to the Documents in the Manuscript Room at the Public Archives, Ottawa. D. W. Parker. Ottawa. 1914.  
The Significance for Canadian History of the Work of the Board of Historical Publications. Adam Shortt, LL.D., C.M.G., F.R.S.C., Trans. Royal Society of Canada. Series III, 1919, Vol. XIII.  
Report of the Provincial Archivist, 1910. Victoria, B.C.  
Report of the Provincial Archivist, 1913. Victoria, B.C.  
First Report of the Bureau of Archives for the Province of Ontario. Alexander Fraser, Archivist, 1903. Toronto. 1904.

#### FRANCE.

- Lois, Décrets. Arrêtés Règlements relatif 1<sup>o</sup> Aux Archives Nationales; 2<sup>o</sup> Aux Archives Départementales. Paris. 1905.  
Le Ministre de l'Instruction Publique et des Beaux Arts. See the décret dated 14th May, 1887, Sur l'Organisation des Archives Nationales.  
l'Ecole des Chartes. Notice et Documents. Paris. 1913. (Gives particulars of the personnel of staff, subjects taught, conditions of admission, examinations and selection of ordinances and decrees governing this school.)  
Annuaire des Bibliothèques et des Archives. A. Vidier. Paris. 1912.  
Les Archives de l'Histoire de France. Ch. V. Langlois et H. Stein. Paris. 1891.

#### GERMANY AND AUSTRIA-HUNGARY.

- Die Anwendung der Photographie für die Archivalische Praxis. Otto Mentz und Adolf Warschauer. Mitteilungen der K. Preussischen Archivverwaltung. Heft 15. Leipzig. 1909.  
Ordnung für das Benutzerzimmer des Geheimen Staatsarchivs. Berlin, 28/6/1904.  
Das Neu Gebäude des K. und K. Haus-, Hof-, und Staatsarchivs zu Wien. Gustav Winter. Wien. 1903.  
Bestimmungen über die Verwaltung und Benutzung des (Haus-, Hof- und) Staatsarchivs. Wien. 9/8/1920.

- Das Hauptstaatsarchiv zu Dresden. K. von Weber. Archiv für die Sachsische Geschichte II. Leipzig. 1864.  
 Das Alte Archivgebäude am Taschenberge in Dresden. Hubert Ermisch. Neues Archiv für Sachsische Geschichte. Dresden. 1888.  
 Das Verfahren bei Aktenkassationen in Sachsen Woldemar Lippert. Deutsche Geschichtsblätter. 1901.  
 Der Neubau des Königlich Sachsischen Hauptarchivs in Dresden. E. Koch. Zeitschrift für Bauwesen. Jahrgang 66, Heft 10-12. Berlin, 1916.

#### HOLLAND.

- Archiefwet, 1918, met Aanteekeningen aan de Gewisselde Stukken en Beraadslagingen ontleend. Mr. Dr. J. A. W. Verzijl. Zwolle, 1918.  
 De Archiefwet, 1918. Prof. R. Fruin. 1ste en 2de stuk. Alphen aan den Rijn. 1919.  
 Ministerie van Onderwijs, Kunsten en Wetenschappen. Concept Gemeentelijke Archiefverordening, Concept-instructie voor den Gemeente Archivaris, Toelichting. 's Gravenhage. 1919.  
 Regels voor het Uitgeven van Historische Bescheiden vastgesteld door het Bestuur van het Historisch Genootschap. (Gevestigd te Utrecht.) Amsterdam. 1915.  
 Verslagen omtrent 's Rijks Oude Archieven. (This contains the annual reports of the State and Provincial Archivists and report of the Conference of Archivists.)  
 The Work of the Dutch Historical Societies. H. T. Colenbrander. Washington. 1911.  
 Nederlandsch Archievenblad. Orgaan van de Vereeniging van Archivarissen in Nederland.  
 Repertorium voor de Nederlandsche Krijgsgeschiedenis. F. de Bas. 's Gravenhage, 1905.  
 Handleiding voor het Ordenen en Beschrijven van Archieven. S. Muller, J. A. Feith, R. Fruin. Groningen. 1898.  
 Commissie van Advies voor 's Rijks. Geschiedkundige Publicatiën. Overzicht van de door Bronnen-publicatie, &c. der Nederlandsche Geschiedenis. 's Gravenhage, 1904.

#### ITALY.

- Estratto dal Bolletino ufficiale de Ministero del' interno del 21 dicembre, 1916. N. 36.  
 Regolamento per gli Archivi di Stato. Roma. 1911.  
 L'Ordinamento delle Carte degli Archivi di Stato Italiani. Manuale Storico Archivistico. Roma. 1910.

#### UNITED KINGDOM.

##### Public Record Office:

- Lists and Indexes. List of Colonial Office Records. 1911.  
 Lists and Indexes. List of Foreign Office Records. 1914.  
 Guide to the Public Records. S. R. Scargill-Bird. Third Edition. 1908.  
 Rules and Regulations made by the Master of the Rolls respecting the Public Use of the Records. Dated 11th January, 1909.  
 British Museum, Department of Manuscripts, Students' Room. Rules and Regulations regarding Admission. Dated 11th May, 1907.  
 Principal Probate Registry at Somerset House. Regulations concerning the Admission of Literary Inquirers. Dated 16th March, 1909.  
 Publications of the Society for the Propagation of Christian Knowledge. Helps for Students. Printed in London:  
 The Public Record Office. C. Johnson, M.A. 1918.  
 The Public Record Office, Dublin. Robt. H. Murray. 1919.  
 The Care of Documents. C. Johnson, M.A. 1919.  
 A Student's Guide to the Manuscripts of the British Museum. Julius P. Gilson. 1920.  
 The Reports of the Historical MSS. Commission. R. A. Roberts. 1920.  
 These publications of the S.P.C.K. are written by experts on the above subjects.  
 Bodleian Library, Oxford. Staff Manual. 1920.  
 Report of the Royal Commission on Public Records of England and Wales. Vols. I to III. 1912-1919. A most valuable publication.

- Sixth Report and Appendix of the Royal Commission on the Civil Service. 1915. Contains, *inter alia*, an interesting account of the Scottish Legal Departments including the Register House Departments, Edinburgh.
- A Guide to the Public Records of Scotland. M. Livingstone. Edinburgh. 1905.
- The National Library of Wales. Aberystwyth. A description of the Permanent Building. 1914.
- British Competition in Architecture. Vol. III, Part 1, No. 25. Contains a programme of a limited competition for the selection of an architect for the proposed erection of the National Library Buildings at Aberystwyth.
- A Guide to the Records in the Public Record Office of Ireland. Herbert Wood. B.A. Dublin. 1919.
- Studies in English Official Historical Documents. H. Hall. Cambridge. 1908.
- British and Allied Archives during the War. Trans. R. Hist. Socy. Fourth Series, Vol. III, 1920.

#### UNITED STATES OF AMERICA.

- Report of the Public Archives Commission of the American Historical Association. Tenth to Seventeenth Reports.
- These reports contain the Proceedings of the Annual Conference of Archivists before which Conference interesting papers were read. Amongst the latter may be mentioned: "American Archival Problems," Waldo G. Leland; "Plan and Scope of a Manual of Archival Economy for the Use of American Archivists," Victor Hugo Paltsits; "Principles of Classification for Archives," Ethel B. Virtue; "Some Considerations on the Housing of Archives," Louis A. Simon; "The Repairing and Binding of Archives," William Berwick.
- Guide to the Archives at Washington. Van Tyne and Leland. Second Edition. 1917.
- The National Archives. Waldo G. Leland. Mr. Leland is recognized as one of the experts in archival matters in the U.S.A.
- Notes on the Care, Cataloguing, Calendaring, and Arranging of Manuscripts. J. C. Fitzpatrick, Chief Assistant, Division of Manuscripts, Library of Congress, Washington, D.C.
- The Dutch Element in American History. H. T. Colenbrander. Washington. 1911.
- Historical Department of Iowa, Annals. Vol. III, No. 8. 1907.
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